ESE GM TEP Plan of Study (PLAN) Instructions

For GM TEP Students ONLY

The information below is critical to completing or revising your GM job-related Plan of Study (PLAN) successfully. Please read this document carefully and completely. If you have any questions regarding your PLAN, send email inquiries to energysystemsinfo@umich.edu.

NEW Students
If you are a new student, you must submit a Plan of Study (PLAN) to the ESE office for review/approval in accordance to the following deadlines:

- Fall admission: Plan of Study due by October 17
- Winter admission: Plan of Study due by February 14
- Summer admission: Plan of Study due by June 16

Continuing Students
If you are a continuing student and you need to make revisions to your plan of study, you must submit a revised plan of study as soon as possible to the ESE office for review before you enroll in classes.

WHY YOU SHOULD KEEP YOUR PLAN OF STUDY UP TO DATE

It is important for the ESE office to keep copies of updated student plans of study so we can track and determine the demand for future course offerings. Please note: Failure to file a current PLAN with the program office could impact future enrollment selections. In cases of course enrollment caps, those students who have listed the course on an approved Plan of Study will be given priority to enroll.

Although the University of Michigan has no limit on the number of courses a student can take each semester, GM PLANS should list no more than one course per term for a maximum of 3 courses per calendar year. In addition, students can take required prerequisite seminars, if applicable.

PLAN OF STUDY DOCUMENTS

Please note: The following documents are subject to change. Please remember to access the most recent versions at the website below:

http://GMTEP.engin.umich.edu/ese.html for the following information:

- Click on “ESE GM TEP Plan of Study Form”
- The “ESE GM TEP Plan of Study Form” will open in “Word” format that can be saved to your computer.

- the ESE Curriculum available via https://gmweb.gm.com/sites/TEP/NewStudents/AvailablePrograms/Pages/Master-of-Engineering-in-Energy-Systems-Engineering.aspx when connected to the GM network (click on “curriculum” link at bottom of webpage).

- the GM TEP Projected Course Schedule available via https://gmweb.gm.com/sites/TEP/CurrentStudents/Pages/default.aspx when connected to the GM network (after going to webpage, click on “tentative projected schedule” link).

- The “ESE GMTEP Plan of Study Instructions” document:
  The following instructions are for accessing this document and have been included for future reference.
  - Go to http://gmtep.engin.umich.edu/ese.html at the U-M web site
  - Click on “ESE GMTEP Plan of Study Instructions”
  The “ESE GMTEP Plan of Study Instructions” document will open in “Word” format
Complete the PLAN form electronically
   o At the top of the form, select the correct version of the PLAN - original or revised.
   o Select courses using input from your supervisor, prerequisite information, GM TEP's current projected schedule and the guidelines below.
   o The ESE office will accept the student’s typed name on the PLAN form as his/her signature.

Submit the completed PLAN form to the ESE office for approval by email attachment to energysystemsinfo@umich.edu.

The PLAN will be reviewed by the ESE office. Please allow two weeks for processing.
   o If corrections are needed, the ESE office will work directly with the student by email or phone.
   o Once approved, the ESE office will send a signed copy of the PLAN back to the student with a copy to GM TEP.

If revisions need to be made on the PLAN, a revised PLAN should be prepared and then submitted by email attachment to the ESE office for approval at energysystemsinfo@umich.edu.

Plan of Study Guidelines

Course Sequence:
   • The first course for students entering in Winter Term is typically:
   • The first course for students entering in the Fall Term is typically:

Both ESENG 505 and ESENG 501 must be taken before enrolling in the ESENG 503 project. We strongly recommend that the ESENG 505 and ESENG 501 be taken as early as possible in the plan of study as these courses are designed to provide an introduction to a broad spectrum of energy systems engineering topics.

   • The preferred sequence for new students is to complete the Energy Systems and Engineering Core courses within the first half of the PLAN. The PLAN must also satisfy the energy specialization requirement.
   • The ESENG 503 Project course must be one of the last two courses taken in the plan of study. Any exceptions must have GM TEP and ESE approval.
   • All courses on the approved PLAN must be completed within five years from the date of first enrollment in the program.

30 Credit Hours Requirement:
   The ESE degree requires a PLAN with a minimum of 30 credit hours.
   • 18-credit hours of the 30 must be U-M courses. Up to 12 credit hours of non-U-M coursework may be transferred – i.e., up to 4 transfer courses at 3 credits each.
   • At least 21-credit hours (i.e. at least 7 courses at 3 credits each) of the 30 must be at the 500-level or above. Of the 21-credit hour requirement, at least 15-credit hours at the 500-level or above must be from U-M (i.e., 5 U-M courses at 3 credits each). For reference, a 500-level designation indicates a first-year graduate course at U-M.
   • 27-credit hours (i.e., 9 courses at 3 credits each) of the 30 must be letter-graded, not pass/fail or satisfactory/unsatisfactory. Please note the ESENG 503 project course is graded satisfactory/unsatisfactory.

Other ESE Degree Information

Transfer of Credit Requirements for Non-U-M Courses:
   • Successfully complete each transfer course with a grade of B or higher (a B- will not be accepted for transfer credit). NOTE: Only the credits transfer for transfer courses. The grade earned for transfer courses will not appear on the U-M transcript, nor will the grade be included in the overall U-M GPA.
   • Transfer credits cannot have been applied toward another degree.
   • Transfer courses cannot have been taken five years before beginning the present graduate program.

   NO exceptions for transfer of credit requirements!
After the completion of each transfer course (Non-U-M Course):

- The Transfer of Credit form should be completed by the student and submitted electronically to energysystemsinfo@umich.edu. More than one request from different institutions can be submitted on the same form. The Transfer of Credit form and procedures can be found at the GM TEP web site.
- Upon completion of each transfer course, the student should order an official transcript from the institution where the non-U-M course was taken and request that the official transcript(s) be mailed to U-M. The appropriate U-M mailing address can be found at the GM TEP web site on the Transfer of Credit Procedures.
- If more than one non-U-M course is taken at the same institution, the student may wait until all the courses are completed at that institution, and then submit the Transfer of Credit form and order the official transcript.
- If a student earns 4 credits for a transfer course, U-M will only transfer 3 credits for the course.

Academic Standing:

Students participating in the program are required to maintain good academic standing. This is defined as maintaining a U-M grade point average (GPA)* of a B (3.0/4.0) or better. A student whose cumulative U-M GPA falls below a B (3.0/4.0) is placed on probation and may be denied permission to register in subsequent courses. Probationary status is an early indication that the student may have difficulty satisfactorily completing the degree requirements. A student whose GPA remains below a B (3.0/4.0) for two successive terms may, upon the recommendation of the co-Directors of the Program, be granted a final opportunity to correct the deficiency. A student whose cumulative GPA remains below a B (3.0/4.0) average for three successive terms will not be permitted to continue in the program.

A student who has been admitted to the Program on probation must meet the minimum GPA requirements specified in the admissions letter.

A student must have an overall U-M GPA average of a B (3.0/4.0) or better in order to graduate.

If a student’s overall U-M GPA falls below a 3.0/4.0 “B” at any time, the student must get approval from the ESE office before registering for the next course, and that course must be a U-M course.

*The Grade Point Average (GPA) is a quantifiable evaluation of a student’s work that translates alphabetic grades into a numeric scale.

ESENG 503 Projects:

- Approximately 3 months before the term in which a student is eligible to register for the project course (ESENG 503), U-M sends the student the procedures for completing the capstone project. The student gains approval of their project topic from their GM supervisor, and then completes the Capstone Project Proposal and Approval Form. The student submits this form along with the proposal to U-M for approval.
- At least a semester before the student plans on enrolling in the ESENG 503 project, the ESE office will start verifying project enrollment eligibility. Students must meet the following requirements in order to enroll in a 503 project:
  - A student must have a minimum overall U-M grade point average of 3.0/4.0 (B) or better by the term that the student plans on enrolling in the 503 project.
  - A student must have any transcripts for completed Non-U-M courses mailed to the ESE office.
  - The 503 project course must be one of the last two courses. In rare instances, a project may extend to a second term upon approval of the faculty advisor and the IS+D office.
  - A student’s Plan of Study must be up-to-date.

Getting ready to graduate:

- At the beginning of the student’s last semester, the student applies for graduation at U-M via Wolverine Access at http://wolverineaccess.umich.edu/ by clicking on Student Business and entering the web login id and password. Degree graduates are encouraged to participate in the U-M on-campus graduation ceremony, if possible.
• Diplomas will be mailed as follows:
  o Fall Graduates – After the third week of January
  o Winter Graduates – After the third week of June
  o Spring Summer Graduates – After the third week of October
• Student should submit appropriate material to the GM Personnel Office to ensure that the degree is noted in his/her credentials file.