

2024 Important Notes for New Students (Educational/Academic Affairs)

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I. Enrollment Information

- a. Select a class representative within the first week of the start of term and inform the GIEE office of the class representative's name and contact information.
- b. Turn in your course plan (Master's), study plan (Ph.D.), grant applications (including the consent form) to the GIEE office academic coordinator prior to September 29. (The Ph.D. study plan should be submitted before the end of October after the start of term.)
- c. Important information will be distributed to students via email, so it is imperative to check your email. Ensure the email given to the GIEE office is correct. Should there be any errors or changes made to your email, please take the initiative to let the GIEE office know, so as not to miss any important information.

II. Course Selection Information

- a. For course regulations and requirements, please refer to the "Key Information for Doctoral Students" and "Key Information for Master's Students" documents, as well as the Master's/Ph.D. Course Map.
- b. Ph.D. students should also read the Updated Qualifying Exam Regulations.
- c. Required courses should be taken at first availability in order to avoid situations in which professors may be on leave/sabbatical.
- d. Pre-requisite courses taken after GIEE enrollment (both in GIEE and outside of the department) with the prefixes "U", "M", or "D" in the course number can be counted for graduation credit, so long as the student has received a passing grade in the course (with the exception of Seminar).
- e. If unsure of whether preparatory course requirements have been fulfilled due to difference in course name, advisors should confirm the student's previous coursework by signing the course plan (Master's students). No credit is awarded for previous preparatory courses, though preparatory courses taken and passed (at least B- or 70%) after enrollment and bearing the "U" prefix or above may count towards graduation credits.
- f. GIEE is not responsible for awarding credits. GIEE is only responsible for confirming credits taken with the same name and course number within GIEE during undergraduate studies (and passed with at least a B- or 70%) are able to offset GIEE graduation requirements. These, however, may not exceed 6 credits, and the credits cannot be counted twice (i.e., if the credits went towards the minimum graduation requirements for the student's undergraduate degree, they may not be counted towards GIEE graduation credits.) Therefore, when applying for credit deduction, in addition to undergraduate departmental transcripts, students should also submit a copy of the minimum graduation credit requirements from their previous undergraduate department. If students have more than 6 credits, they may apply for course exemption, but will not receive any additional credit deductions.
- g. Per the implementation of the University Academic Ethics program, starting from 2018, all Master's and Ph.D. students must complete at least 6 hours of mandatory academic ethics courses by the end of the first year of enrollment. If not completed, the ethics courses should be completed by thesis or dissertation defense. This is the newest regulations set by University officials. As such, students have any questions, they should contact the Graduate Academic Affairs Office.

Note: All forms and key information reference above can be found on the GIEE department website