

South Dakota State University



ELECTRICAL ENGINEERING PROGRAM UNDERGRADUATE GRADUATION PROCEDURE GUIDELINES

ELECTRICAL ENGINEERING AND COMPUTER SCIENCE DEPARTMENT
HARDING HALL 201
SOUTH DAKOTA STATE UNIVERSITY
BROOKINGS, SD 57007

12-12-2008

Application for graduation should begin the semester before you plan to graduate. At time of preregistration for your final semester, just before you meet with your advisor, most of the following steps should be completed.

When applying for graduation – FOLLOW these steps very closely

1) Under webadvisor, and Academic Profile



Select and run the program evaluation (**ProgEval**) – this can take a few minutes.

Your output should be about 6-10 pages in length, and look similar to this ... Note highlights in light blue of important information to keep track of.

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10/03/07                               South Dakota State University                               Page 1
                                         Academic Evaluation
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Student.....: Joe S. Student (1234567)
Program.....: B.S. in Electrical Engineering in Electrical Engr
(S.BSEE.EE)
Catalog.....: 2004
Ant Completion Date: 05/08
E-Mail Address.....: jsstudent@jacks.sdstate.edu
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Advisor.....: Steven Hietpas
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                THIS DEGREE AUDIT IS NOT AN OFFICIAL DOCUMENT.
It is provided as an advising tool for students and advisors.  The
final approval of degree completion resides with your deans office.
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                THE FOLLOWING REQUIREMENTS MUST BE CHECKED MANUALLY:
RESIDENCY REQUIREMENTS:
* Bachelor:      16 of last 32 cr must be completed in residence.
* Major/Minor:   50% of credits must be completed in residence.
* Upper division: 20 cr required/14 must be completed in residence.
MAJOR REQUIREMENTS:
* At this time, not all requirements are available on degree audit.
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Program Status: In Progress

                Current.....      Anticipated(*).....
                Required      Earned   Remaining      Additional   Remaining
Institutional Credits:      32.00      133.00      0.00              5.00        0.00
Institutional GPA.....:      2.000      3.030      Met
Combined Credits:      136.00      140.00      0.00              5.00        0.00
Combined GPA.....:      2.000      3.050      Met

(*) Anticipates completion of in-progress and registered courses
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Statuses: W=waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
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Note at the bottom of this page definitions of statuses. Review and with a highlighter, highlight anywhere you see I, N, P, or even IP. Identify where there may be problems that need attention.

2) Now complete your plan of study (POS), which is your Excel spreadsheet. A complete example is shown below from someone that was to graduate in F07 and was completing this in spring of 07.

STUDENT NAME: Joe S. Student ID: 1234567 EMAIL: jsstudent@jacks.sdstate.edu
 Semester Started: F03 Semester Expected to Finish: F07 Advisor: Steven Hietpas

Freshmen Year							Sophomore Year								
Area	Class	Title	Fall	F/S/Su	Sprg	F/S/Su	GR	Area	Class	Title	Fall	F/S/Su	Sprg	F/S/Su	GR
Sc	Chem 112	Chemistry 1	3	S04			B	EE	EE 220	Circuits I	3	F04			C
Sc	Chem 112L	Chemistry 1 Lab	1	S04			B	EE	EE 220L	Circuits I Lab	1	F04			A
Engl	Engl 101	Composition	3	F03			A	Math	Math 321	Diff. Eq.	3	F04			B
GE	GE 101	Intro. to Eng.	1	F03			A	Sc	Phys 213	Physics II	4	F04			B
GE	GE 121	Engr. Design Graph.	1	F03			A	Sc	Phys 213L	Physics II Lab	0	F04			x
Math	Math 123	Calculus I	4	F03			B	Engl	Engl 277	Tech. Comm.	3	S05			A
Core	Hum/Soc	Hum/Soc	4		3		X	Core	Hum/Soc	Hum/Soc	3		3		X
GE	Csc 218	Comp. Prog. C		F04	3		A	EE	EE 221	Circuits II		S05	3		C
Math	Math 125	Calculus II		S04	4		C	EE	EE 221L	Circuits II Lab		S05	1		A
Sc	Phys 211	Physics I		S04	4		B	EE	EE 245	Digital Systems		S05	3		C
Sc	Phys 211L	Physics I Lab		S04	0		x	EE	EE 245L	Digital Sys. Lab		S05	1		A
Spch	SpCm 101	Fund. of Speech		S04	3		B	EE	EE 260	Electronic Materials		S05	3		C
								Math	Math 331	Adv. Eng. Math		S05	3		C
Semester Totals			17	24	17	14		Semester Totals			17	17	17	22	
Year Total			34	Running Total		34	38	Year Total			34	Running Total		68	77

Junior Year							Senior Year								
Area	Class	Title	Fall	F/S/Su	Sprg	F/S/Su	GR	Area	Class	Title	Fall	F/S/Su	Sprg	F/S/Su	GR
EE	EE 316	Signals I	3	F05			C	EE	EE 422	Eng. Econ.	2	F06			B
EE	EE 320	Electronics I	3	F05			B	EE	EE 430	Energy Conv.	3	F06			B
EE	EE 320L	Electronics I Lab	1	F05			A	EE	EE 430L	Energy Conv. Lab	1	F06			A
EE	EE 347	Micro. Sys. Des.	3	F06			A	EE	EE 464	Senior Design I	2	S07			A
EE	EE 347L	Micro. Sys. Des. Lab	1	F06			A	GE	ME 314	Thermodynamics	3	F06			B
EE	EE 360	Electronic Devices	3	F05			C	Core	Hum/Soc	Hum/Soc	3		0		X
Math	Math 225	Calculus III	4	F05			A	Tech	EE ___	EE Technical Electives	3		7		X
Core	Hum/Soc	Hum/Soc	0		0		X	EE	EE 465	Senior Design II		F07	2		
Math	Math 381 (EE 310)	Prob. & Statistics		S07	3		A	GE	EM 216	Statics & Dynamics		S07	3		A
EE	EE 315	Linear Systems		S06	3		A	IGR#1	Wel 100	Wellness		Su05	2		A
EE	EE 317	Signals II		S06	3		C	IGR#5	WL 110	Environmental Conservation		Su07	2		A
EE	EE 321	Electronics II		S06	3		B	Tech_Actual	EE 434	Power Systems	3	S07	-		B
EE	EE 321L	Electronics II Lab		S06	1		A	Tech_Actual	EE 434L	Power Systems Lab	1	S07	-		A
EE	EE 385	Electromagnetics		S06	4		C	Tech_Actual	EE 492	Power Industry Tour	1	Su07	-		A
Semester Totals			18	14	17	19		Semester Totals			17	14	16	12	
Year Total			35	Running Total		103	110	Year Total			33	Total		136	136

Social Sciences (>= 8 cr)					Humanities/Fine Arts (>= 8 cr)				
Criteria (1 & 2)	SGR #3 >= 6 cr (p. 37)	CR	F/S/Su	GR	Criteria (1 & 3)	SGR #4 >= 6 cr (p. 38)	CR	F/S/Su	GR
2	HDFS 141 Individual & the Family	3	Su06	B	1,3	REL 213 Introduction to Religion	3	Su05	C
1,2	Soc 150 Social Problems	3	Su06	A	1,3	SPAN 101 Introductory Spanish I	3	F05	C
1	Enter 1 if meets Cultural Diversity (*) requirement (need >= 6 credits)								
2	Enter 2 if from at least two disciplines								
3	Enter 3 if from at least two disciplines or an approved foreign language sequence								
Criteria (none)	IGR #2 >= 2 cr (p. 41)	CR	F/S/Su	GR	Criteria (none)	IGR #3 >= 2 cr (p. 42)	CR	F/S/Su	GR
	HDFS 210 Lifespan Development	2	Su07	C		MUS 100 Music Appreciation	2	S07	B

See Graduation Requirements (pp. 41-43)

Area	EE	Tech	Engl	GE	Core	IGR#5	Math	Sc	Spch	IGR#1	Total	Tech_Actual	10
Total	53	10	6	11	16	2	21	12	3	2	136		
Completed credits toward BSEE: 136						CGPA for all courses: 2.85		Completed EE credits: 58.00			CGPA for EE courses: 2.90		
FE Exam	OR	EE Exit Exam	Date Scheduled		Taken (Y/N)		PASSED (Y/N)						
Student Signature:				Date:									

You must complete this **POS** in its entirety. Highlight in yellow those classes yet remaining (meaning any class you have not received an official grade in yet).

All cells highlighted in gray should be completed as much as possible.

3) Compare this **POS** with the **ProgEval**. Highlight any discrepancies.

4) Complete the FE Exam Application --

<http://eecse.sdstate.edu/ee/undergraduate/students/FEexam.aspx>

5) Pick up the University Graduation Application (**GradApp**) in the EE Office, HH221. Be sure to sign your name into the log book showing your intention to graduate.

5) Bringing with you, the **ProgEval**, **POS**, and the **GradApp**, meet with your advisor to discuss your final semester. Work with your advisor to make sure that whatever discrepancies there are, that they can be resolved and discuss how. Have your advisor sign the **GradApp**.

6) If you are completing a minor, meet with the advisor for that minor to be sure you have completed all minor-related requirements. Have your minor advisor sign the **GradApp**.

7) If you are completing another major – you must complete a separate application and work with that department and follow their graduation procedure.

8) Make an appointment with the undergraduate program coordinator for your major (Dr. Steve Hietpas), to make sure that all things are in order – please do this via email. Please check his calendar located at <http://learn.sdstate.edu/shietpas/schedule/schedule.htm> to find a time that works for both. Please avoid office hours as these are reserved for students in his classes, however, all other open slots are fair game. Email three possible ½ hour meeting times and he will select one and reply. Be sure to mention the purpose of the meeting in your email request. Send your POS along with the choice of meeting times. This should be made well before the end of the semester (when you are pre-registering for your next and final semester).

9) Bring with you to the meeting, the ProgEval, POS, and GradApp.