

San Jose State University

MSE PROGRAM OF STUDY PROPOSAL

(For instructions, see the FAQ page on the back of this form.)

Name: John Smith SJSU ID: xxxxxxx Date: xxxx

Semester/Year first enrolled in MSE: Fall 2022 Expected graduation semester/year: Spring 2024

Pre-requisite Course (for conditionally admitted students only)	Semester/Year

Required Core Course	Semester/Year
ENGR 201 Engineering Analysis	Fall 2022
ENGR 202 Systems Engineering (GWAR)	Spring 2023
ENGR 295A Master Project I	Fall 2023
ENGR 295B Master Project II	Spring 2024

Course #	Electives and concentration (typically 6 or 7 courses)	Semester/Year
1	CMPE 131 Software Engineering	Fall 2022
2	ENGR297D Special Topics in Emerging Technologies	Fall 2022
3	ENGR297D Special Topics in Emerging Technologies	Spring 2023
4	ISE 210 Human Factors/Ergonomics	Fall 2023
5	ISE 164 Computer and Human Interaction	Spring 2023
6	ISE 217 Human Computer Interaction	Fall 2023

- Is this the first time you submit this proposal? YES (If not, include a copy of the last proposal.)
- Did you read the FAQ page (on the back of the form)? YES
- Which semester do you plan to submit the candidacy form (See Q14 in the FAQ on the next page)? Fall 2023
- You should submit this form (just the 1st page, without the FAQ part) in pdf format via DocuSign. See <https://www.sjsu.edu/it/training/docusign.php> for a tutorial on DocuSign.

Student's signature _____ Date: _____

MSE advisor's approval signature _____ Date: _____

Frequently Asked Questions

Q1: What is this form for?

A1: MSE students use this form to propose courses that they wish to take for the purpose of meeting the MSE degree graduation requirement. A course without an MSE advisor's approval may not be used for meeting the graduation requirements.

Q2: Can I take more courses than the courses listed on this form?

A2: Yes, you can and many students do. This form ONLY shows the courses that are required for meeting the MSE degree requirements. You are free to take any additional courses in any semester without asking for approval. However, a course without an MSE advisor's approval may not be used for meeting the graduation requirements.

Q3: Do I need to submit this form every semester?

A3: No. Once your proposal is approved, you don't need to submit it again. If you wish to change the proposed courses after they have been approved, you should submit another proposal along with the approved one. It is not unusual that MSE students change their plans before graduation.

Q4: Any general advice and guidelines for selecting courses for this form?

A4: There are several things to consider in selecting courses:

(1) Your educational and career goals. You can select a variety of courses to best support your goals.

(2) Your background knowledge. You should only take the courses that you have enough background for. You can take the prerequisite courses to build up your background knowledge. The prerequisite courses may or may not be used for meeting graduation requirement.

(3) Availability of the course. Not all courses in the catalog are offered regularly. The best way to predict if a course will be offered next year is to check if the course was offered in recent years. The current and previous semester's class schedules are available online.

Q5: What are some examples of rejected proposals?

A5: There are many reasons that a proposal will not be approved. For example, a proposal with all elective courses in one department will not be approved. The flexibility of the MSE curriculum is NOT for duplicating another department's curriculum. In general, if a proposal contains more than 3 courses from the same department (i.e. with the same prefix) will be rejected.

Q6: Can I include some undergraduate courses in the proposal?

A6: It is possible to include upper division undergraduate courses (1xx courses). If you wish to include any undergraduate courses, you should discuss this with an MSE advisor. In general, undergraduate courses in your BS major area will not be approved.

Q7: Who should I submit the form to and when?

A7: You should make an appointment with an MSE advisor to discuss the proposed courses. After the meeting, you can finalize the form and submit to the advisor. MSE students should submit this form before the end of the 1st semester study in the MSE program.

Q8: Should I fill out the form completely (i.e., list all the courses) before I meet an advisor?

A8: Not necessarily. You should fill out the form as much as you can and make an appointment with an MSE advisor.

Q10: My proposal has been approved. Does that mean that I am entitled to enroll in the approved courses in the semesters indicated on this form?

A10: No. The approval of a proposal is not a guarantee of enrollment in the courses listed in the proposal. It is students' responsibility to enroll in and complete the courses. Some of the reasons for not being able to enroll in a class are: (i) The course is not offered in that semester. (ii) The student does not meet the pre-requisite. (iii) The class is full. Some departments give their major students enrollment priority or restrict their courses to major students only.

Q11: Do I need to submit another proposal, if I need to take a course in a different semester?

A11: No. The semester/year information on this form is for your planning purpose. You can take the listed courses in any order as long as you don't violate any pre-requisite conditions. You don't need to re-submit this proposal if you just want to take the listed courses in a different semester.

Q12: If I just want to change one course, do I still need to submit a new form?

A12: Yes. The proposed courses are evaluated as a package based on many factors such as students' educational background and goals. Any change to an approved proposal requires a new evaluation of the entire plan. Students should NOT assume any partial set of the courses will be approved in a new proposal.

Q13: Another MSE student has an approved proposal. If I copy his proposal, would my proposal be approved for sure?

A13: Not necessarily. It depends on your educational background and goals.

Q14: What is the Candidacy form? Do I need to submit the candidacy form? When should I submit the candidacy form?

A14: The candidacy form is an official university form that you must file one semester before your expected graduation semester. For example, if you plan to graduate at end of Spring 2024, students must file the candidacy form in the early Fall 2023. You must complete at least 9 units of the required unit and meet the GVAR requirement before you can file the candidacy form. Students typically file their candidacy forms in their 3rd semester of study in the MSE program. Only those courses approved in the Program of Study Proposal will be approved in the candidacy forms. The Program of Study Proposal is essentially a worksheet for the candidacy form.