MANE BS/PhD Program
Application Instructions

1. Complete the three-page application following this page. This application is the ONLY one you will need for entrance into MANE's BS/PhD Program.

2. Include a one or two-page resume.

3. Work with prospective PhD Research Advisor to develop a course plan and plan of study.

4. Send all items to maceyb2@rpi.edu, with the subject line "BS/PhD Application"; or mail or deliver to:

   MANE BS/PhD Program
   Rensselaer Polytechnic Institute
   JEC-2002
   110 8th Street
   Troy, NY 12180-3590

5. Request an official transcript be sent to the above address. This request can be made through your SIS account.

6. Ask two faculty members to complete the attached recommendation forms. They may also email their recommendation directly to maceyb2@rpi.edu. One of your recommendations should be completed by your PhD Research Advisor.

Rensselaer

Requirements
- Completion of four academic terms
- Overall GPA of 3.5 or above

PLEASE PRINT CLEARLY

Please submit the following
- This completed form
- Resume
- College transcripts
- Two letters of recommendation from faculty

SEND TO
Director of Graduate Programs
Dept. of MANE
JEC 2002
(518)276-2627

Intended semester of entrance to program
Spring/Fall/Summer _____
(Circle one)   Year

☐ Male   ☐ Female

PERSONAL DATA

_____
Last Name/Surname   First/Given   Middle   Jr., II, III, etc.   Former or Other Names

Permanent address_____
Number and Street or P.O. Box, Rural Route or Apt. No

_____
City   State/Province   Zip/Postal Code   Country

Citizenship
☐ United States citizen
☐ Permanent Resident of U.S.
☐ Citizen of _____
                              Nation
Native Language_____
_____

☐ **Check if you are an international applicant.**

Home Phone ( ) _____ Work ( ) _____ Fax ( ) _____
Area code or Country/City code   Area code or Country/City code   Area code or Country/City code

Temporary mailing address_____
Number and Street or P.O. Box, Rural Route or Apt. No.

_____
City   State/Province   Zip/Postal Code   Country

Temporary phone ( ) _____ Temporary Work ( ) _____
Area code or Country/City code   Area code or Country/City code

For international applicants only
Will you need an I-20 or DS2019 issued?
☐ Yes   ☐ No
If yes, which one? ☐ I-20 ☐ DS2019
If you are currently in the United States, please indicate the type of visa you have:

☐ F-1   ☐ J-1
Other (please specify) _____
Visa expiration date ____ / ____ / ____

Until what date may we reach you at the temporary address? _____

Country of birth _____

Email address _____

Date of birth _____

RIN # **6 6** _____ _____ _____ _____ _____ _____ _____

Month/Day/Year

Optional: How would you describe yourself? (Please check one)
☐ American Indian or Alaskan Native ☐ African American, Black, Afro-Caribbean (non-Hispanic)
☐ Asian or Pacific Islander ☐ Hispanic, Latino (including Puerto Rican)
☐ Mexican American, Chicano
☐ White, Anglo, Caucasian (non-Hispanic)
☐ Other (specify) _____

PROGRAM INFORMATION
Please check your chosen Ph.D. degree program
☐ Aeronautical Engineering (AERO)   ☐ Mechanical Engineering (MECL)   ☐ Nuclear Engineering and Science (NUCL)

Intended areas of research or specialization, if any (example: astrophysics, bioinformatics, nanotechnology, etc.)
_____

Rensselaer

_____

| Last Name/Surname | First/Given | Middle | Jr., II, III, etc. | Former or Other Names |

ACADEMIC INFORMATION

A listing of all universities, technical schools, and language training programs you have attended, regardless of whether or not a degree was completed, is required. Grade point average (GPA) must be provided. Incomplete or falsified transcript or GPA information may result in denial of admission.

Name of Institution (MOST RECENTLY ATTENDED)	Dates of Attendance From (Mo./Yr.)	To (Mo./Yr.)	Major Field	Degree (B.S., M.S., none, etc.)	Received or Expected Mo./Yr.	Overall GPA
1. Rensselaer						
2.						

**FINANCIAL AID STATUS FOR FULL-TIME TROY CAMPUS APPLICANTS ONLY (*No other financial aid information is required)*
Please indicate the type of Rensselaer financial aid you will require to complete your chosen Doctoral degree upon completion of B.S.
☐ None ☐ Full aid required

If you answer "yes" to either of the following statements, please attach a separate statement.
Have you ever been expelled or suspended from a post-secondary institution? ☐ Yes ☐ No
Have you ever been convicted of a felony? ☐ Yes ☐ No

CERTIFICATION

I hereby certify that the information given by me on this application is complete and accurate in every respect, and the information I have submitted as an applicant for admission is my own work. I understand and agree that any misrepresentation may be cause for denial or revocation of admission or subsequent dismissal from Rensselaer.

SIGNATURE OF APPLICANT _____ Date _____

Rensselaer

_____
Last Name/Surname   First/Given   Middle   Jr., II, III, etc.   Former or Other Names

Your completed application includes answering questions 1 – 3. If more space is needed, please attach an additional page.

1. What areas of MANE interest you? _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2. Do you have previous research experience? If so, describe the experience briefly. If not, why are you interested in research? _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

3. Describe any other reasons that motivate you to apply to the MANE B.S./Ph.D. program. _____
_____
_____
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_____
_____
_____

Mechanical, Aeronautical, and Nuclear Engineering BS-PhD Program

LETTER OF RECOMMENDATION FORM

APPLICANT: Please send this form with each of your invitations for letters of recommendation.

_____
Student Name

_____
Areas of Interest

_____
RIN

_____
Email Address

_____
Date Submitted

BUCKLEY AMENDMENT WAIVER

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) allows you to access your educational records at Rensselaer. You may waive your right of access to this specific report if you so choose. Your decision to waive or not to waive your right of access will have no bearing on the handling of your application.

I do ☐   **do not** ☐   **waive my rights to access this report.**

_____
Waiver Signature   **Date**

CERTIFICATION

I confirm that I did not write any portion of this recommendation, either in whole or in part, or have any involvement in its drafting or submission.

_____
Certification Signature   **Date**

RECOMMENDER: Please use the following page or a separate sheet for your detailed comments and evaluation.

The student named above has applied for admission to the BS-PhD Program in MANE.
The Admissions Committee will carefully consider your recommendation as part of the student's application.
Please highlight: *academic performance, motivation, maturity, emotional stability, group interaction skills, integrity, reliability, communication, and perseverance, as well as major strengths or weaknesses.*

Thank you for telling us about your experiences with this student. If the student has waived his/her right to access this report above, the information will be treated as confidential.

_____
Recommender's Name

_____
Relationship to Applicant

_____
Email Address

_____
Date Submitted

How well do you know the applicant?

I would rate this candidate's suitability for the BS-PhD Program as:

Exceptional	Very Good	Good	Acceptable	Not acceptable
(Top 5%)	(Top 15%)	(Top 30%)	(Top 50%)	(Bottom 50%)

Please use the following space or attach a separate sheet for your more detailed comments and evaluation
Please Email completed recommendation to Beth Ann Macey (**maceyb2@rpi.edu**)

Mechanical, Aeronautical, and Nuclear Engineering BS-PhD Program

LETTER OF RECOMMENDATION FORM

APPLICANT: Please send this form with each of your invitations for letters of recommendation.

_____
Student Name

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RIN

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The Admissions Committee will carefully consider your recommendation as part of the student's application.
Please highlight: *academic performance, motivation, maturity, emotional stability, group interaction skills, integrity, reliability, communication, and perseverance, as well as major strengths or weaknesses.*

Thank you for telling us about your experiences with this student. If the student has waived his/her right to access this report above, the information will be treated as confidential.

_____
Recommender's Name

_____
Relationship to Applicant

_____
Email Address

_____
Date Submitted

How well do you know the applicant?

I would rate this candidate's suitability for the BS-PhD Program as:

Exceptional	Very Good	Good	Acceptable	Not acceptable
(Top 5%)	(Top 15%)	(Top 30%)	(Top 50%)	(Bottom 50%)

Please use the following space or attach a separate sheet for your more detailed comments and evaluation
Please Email completed recommendation to Beth Ann Macey (**maceyb2@rpi.edu**)

BS-PhD APPLICANT
UNDERGRADUATE-GRADUATE PLANNER

NAME _____ **RIN** _____ **UG DEPARTMENT** _____

Please note that any course applied to the <u>undergraduate</u> degree should be labeled <u>UG</u> and any course being applied to the <u>graduate</u> degree should be labeled <u>G</u>. Be sure that the information listed matches what is listed on the CAPP report and Plan of Study. Courses can only be applied to one degree- credits cannot be split or shared between the undergraduate and graduate degrees.

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____ G Credits: _____ Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____ G Credits: _____ Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____ G Credits: _____ Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____ G Credits: _____ Total Credits: _____

<u>Please use as many sheets as necessary to map all of your remaining semesters.</u>

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Semester (F/S/U)   *Year*

UG or G	Course Subject/Number	Course Name	Credit Hours

UG Credits: _____   G Credits: _____   Total Credits: _____

Doctoral Program in Mechanical, Aerospace, or Nuclear Engineering

(for students entering with a bachelor's degree)

*Name*_____   *Entry Term*_____

Graduation Requirements**: 72 credits**

√ A minimum of 2/3 of the total course credits listed in the Plan of Study must be at the 6000-6999 level. MANE-9990 Dissertation is not considered course work credit. (If 36 course credits are used on a plan of study, the 2/3 rule applies.)

√ 3-4 credits in advanced mathematics (4000-6000 level)

√ No more than 12 credits of 4000-level courses can be applied to a 36 course credit plan of study. This includes applying a MATH course at the 4000-level.

√ At least 18 credits must be from MANE. To specify, these courses must contain the MANE prefix or be cross-listed with a MANE course.

√ No more than 18 credits of course work from programs outside of MANE are accepted, including a MATH course.

√ Register for 36 credits of dissertation (MANE-9990) with advisor approval*

Course #	Course Title	Credits	Term/Year
I. One Advanced Mathematics Course (3-4 cr.)			
MATH-_____	_____	_____	_____
II. MANE Courses (18-21 cr., exact number depends upon I, II, IV)			
MANE-_____	_____	_____	_____
MANE-_____	_____	_____	_____
MANE-_____	_____	_____	_____
MANE-_____	_____	_____	_____
MANE-_____	_____	_____	_____

III. **External courses from the Schools of Science or Engineering, or additional MANE courses. (15 cr., exact number depends upon I, II, IV)**

_____-_____   _____   _____   _____

_____-_____   _____   _____   _____

_____-_____   _____   _____   _____

_____-_____   _____   _____   _____

_____-_____   _____   _____   _____

IV. **Dissertation Credits (36 cr., exact number depends upon I, II, III)***

MANE-9990   _____   _____   _____

MANE-9990   _____   _____   _____

MANE-9990   _____   _____   _____

MANE-9990   _____   _____   _____

MANE-9990   _____   _____   _____

Total Credits: 72 (total courses and credits completed)

*In some cases, students may complete more courses resulting in fewer required dissertation credits (with advisor and Graduate Program Director approval), as long as the total number of credits for the degree is 72.

Graduate Plan of Study

Rensselaer

Name _____ RIN _____ Email _____

Expected Graduation Date _____ Advisor _____

Degree ___ M.S. ___ M. Eng. ___ M.B.A. ___ M. Arch. ___ M.F.A. ___ Ph.D. ___ D. Eng.

Program _____ Dual Degree _____ Check if Co-terminal ___

Course Subject	Course Number	Course Title	Credit Hours	Semester F S U[1]	Year	Required	Elective	Transfer	Waived

*Shared Courses (Dual Degree Programs Only)
See Instructions

Total Credit Hours

_____ _____ _____
Student **Signature** **Date**

_____ _____ _____
Advisor **Signature** **Date**

_____ _____ _____
Graduate Program Director **Signature** **Date**

Please submit original to Office of Graduate Education (OGE)

- -

OFFICE OF GRADUATE EDUCATION APPROVAL:

Signature _____ Date _____

Graduate Education will send copies to: _____ Registrar _____ Department

Plan Status ___ New
_____ ___

GRADUATE PLAN OF STUDY INSTRUCTIONS

GENERAL
You must submit a Plan of Study (POS) **before end of your second semester in your program**. Your POS is your plan for completing your entire degree. If your plans change after you submit your POS, you can submit an updated version at any time. Most graduate students revise their POS several times before they graduate. Awarding of the degree is based on satisfactory completion of Institute requirement and on satisfactory completion of all courses listed and approval of any transfer credits.

Submit an updated and revised POS every time you change your coursework or timeline. An incomplete or inaccurate POS will not be approved by OGE. All plans should be typed.

List all courses that will be applied toward the degree. For every course you list, indicate:
- **Course subject / number / title**
- **Credit hours received for the course** (Students should list these credits in *chronological order of registration*, and should stop listing credits once they have listed the minimum number required for the degree, even if they have earned additional credits beyond the minimum. *Please do not include 0 Credit courses* such as ADMN 6700: Orientation Seminar for Grads.)
- **Semester in which the course has or will be completed**; including the year (i.e. F 2017)
- **Whether the course is required, elective, transfer or waived**
- **Total number of credits** (which should be equal to the number of credits required for the degree: 30, 45, 60, 72, or 90 are the only possible credit totals)

TRANSFER CREDITS
If a course is listed as a transfer, the transfer credits **must be approved by the department and OGE and on file with the Registrar's Office** before they can be applied toward a degree. You should verify that the Transfer Credit Approval Form and an official transcript showing the completion of the course are on file with the Registrar's Office. Because the residence requirement for the master's degree is 24 credit hours, no more than six credits may be transferred toward the master's degree and they cannot have been used for another degree. Students in a doctoral program not applying a full Master's degree cannot transfer more than 24 credit hours toward a 72 credit hour degree and no more than 42 credits toward a 90 credit hour degree. Students cannot transfer courses from a completed degree earned outside of the Institute to their RPI Master's/PhD program.

WAIVERS
If a course is listed as waived, it must be replaced by another course to total the appropriate number of credits required for the degree. This does not apply for the M. Arch program.

MASTER'S DEGREE
The Plan of Study must contain 30 credit hours (45 for the MBA and 60 for the MFA) beyond the bachelor's degree with satisfactory grades.[2] At least half of the total credit hours presented toward the degree must have the suffix numbers 6000-7999, with the further limitation that no more than 15 credits of 4000-4990 courses are allowed (see program for other departmental rules). The master's degree must be completed within two and one-half years. Students enrolled in part-time and Advanced Professional Studies programs must complete the degree within three and one-half years. 2000 level courses cannot be applied towards a master's degree.

DUAL MASTER'S DEGREE
If you are receiving a dual degree, please list your other degree in the "Dual Degree" field. A POS must be filed simultaneously for both degrees. Please be aware that only six credit hours used for one master's can be applied to a second master's degree. **Courses being "shared" between the two degrees should be marked by an asterisk (*) after the course title.**

DOCTORAL DEGREE
The POS must contain 72 credit hours beyond the bachelor's degree (48 must be earned at Rensselaer with satisfactory grades). Some programs require 90 credits (48 must be earned at Rensselaer with satisfactory grades); please check individual departmental policies. In satisfying degree requirements, at least two-thirds of the total credit hours, excluding thesis, must contain the suffix numbers 6000–7999, with the further limitation that no more than 15 credit hours of 4000-4990 courses are to be allowed for a 72 credit hour doctorate or no more than 21 credit hours of 4000-4999 courses for a 90 credit doctorate. The degree must be completed within seven years (five years if entering with a Master's degree) of the first course applied to the degree. 2000 level courses cannot be applied towards a doctoral degree. For students entering a PhD program with a relevant Master's degree or who earn a Master's degree along the course of the PhD program: you may apply up to 24 credits toward your PhD for advanced standing. See restrictions for 4000-level courses. For Master's degrees from outside of the Institute, a copy of the transcript must be submitted to OGE with 6000-level courses and equivalent courses highlighted. Not all credits may be applicable to the two-thirds rule if not at the 6000 level.

NOTE
In addition to meeting the institute requirements, *the plan must adhere to all departmental regulations*.

After you complete the plan, sign it and meet with your adviser for his/her signed approval. After your adviser approves the plan, forward it to the appropriate person in your department for approval.

When the plan receives departmental approval, send the original to OGE. Upon OGE approval, a copy will be filed with the registrar's office.

[2]SATISFACTORY GRADES
The average of all grades used for credit toward an advanced degree must be B (3.0) or better. Courses with a D grade cannot be applied to a plan of study.