

**Utah State University  
Mechanical and Aerospace Engineering Department  
Concurrent BS/Masters Program Guidelines**

A

---

Name Student # Undergraduate Emphasis

\_\_\_\_\_  
Email Address

Cumulative USU GPA \_\_\_\_\_  
GPA last 60 hours (computed by Department) \_\_\_\_\_  
Hours completed toward BS (computed by Department) \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

Approval:

\_\_\_\_\_  
Department Admissions Committee Date

\*\*\*\*\*

- \_\_\_\_\_ Pass the FE Exam. \_\_\_\_\_
- \_\_\_\_\_ Complete this application and return to MAE Academic Advisor (ENGR 417)
- \_\_\_\_\_ Attach Unofficial Transcript
- \_\_\_\_\_ Complete Undergraduate Checklist (available from Department Advisor)
- \_\_\_\_\_ Apply before the end of your junior year.
  
- \_\_\_\_\_ If accepted in Step 1, take the GRE exam.
- \_\_\_\_\_ If accepted in step 2, meet with MAE advisor to prepare two-year completion plan.
- \_\_\_\_\_ Apply for BS Graduation the semester before you graduate for the \$10 fee, otherwise pay \$50 if you submit the Graduation packet the semester you graduate.

Split forms are required each semester when graduate and undergrad classes are taken.

**Utah State University**  
**Mechanical and Aerospace Engineering Department**  
**Concurrent BS/Masters Program Guidelines**

**BECOMING A CONCURRENT STUDENT IS A TWO-STEP PROCESS!**

**STEP 1:**

1. Apply for the concurrent program before the end of your junior year. If you are planning to graduate in the Spring, applications must be submitted Spring semester of your junior year. If you are planning to graduate in the Fall, applications must be submitted by the Fall semester of your junior year. Applications will not be accepted after the end of the semester that applies to you.
2. Your GPA for the last 60 semester hours will be figured once grades are posted for the last semester of your junior year. Students must complete their junior year in engineering with a 3.4 GPA, both overall and during the last 60 semester credits to qualify.
3. BS Graduation packet should be requested at the Registrar the semester before you graduate. It is important to meet with the Concurrent Advisor each semester and talk through any changes in your plans.
  - a. If you decide not to pursue the concurrent program because of job opportunities or personal reasons, you should meet with the advisor to complete any paperwork changes.
  - b. Paperwork will be ready to quickly submit to the Registrar's Office when you know when you will be graduating. If you pay the graduation fee the semester BEFORE you finish the degree, you will pay the \$10 graduation fee instead of the late fee of \$50.
4. If your GPA is above a 3.4, you have completed Step 1 and should take the GRE and complete the Graduate School application.

**STEP 2:**

1. You will need to apply to the Graduate School and take your GRE test by the following dates:
  - Spring Graduates – September 1<sup>st</sup> of the first semester in your senior year
  - Fall Graduates – March 1<sup>st</sup> of the first semester in your senior year
2. The Graduate School requires a minimum of 40% or better on the verbal and quantitative sections of the GRE. MAE requires a minimum of 440 Verbal (40%) and 640 Quantitative scores.
3. Your graduate application submitted to Graduate School will be reviewed in the department, and if you are accepted, you will need to meet with the advisor to complete the two-year completion plan so Graduate School can be notified the semester you cross the last 21 credits of both degrees. You will then become a *concurrent student*. You will be notified of the decision via email.
4. GPA Requirement: Students accepted into the Concurrent graduate program must maintain a 3.0 GPA every semester or they will be dropped from the concurrent program.