ECE SOPs - required paperwork for 590 RESIDENT students
Effective June 2021 until further notice (last update Oct 20, 2021)

- Starting June 1, 2021, all paperwork is to be returned electronically in your ECE000 Sakai Site dropbox, while the Education Technician position is gapped. Once reviewed and approved, you will be asked to provide a hard copy for your dept files by your AA.

- Once all docs are uploaded, please notify your AA for their review.

- File naming and storage conventions:
  - Only pdf or word formats accepted for checklists, only excel format for matrix
  - Please use the following naming conventions for your paperwork
    - Final undergraduate checklist ready for signature: UG_Checklist_LastName
    - Working copy of undergraduate checklist: UG_Checklist_WorkingCopy_Lastname
    - Final MSEE checklist ready for signature: MSEE_Checklist_LastName
    - Matrix: Matrix_LastName

- The Drop Box link is Naval Postgraduate School CLE : EC0000: ECE Student Guide : Drop Box (nps.edu)

- Once all forms are reviewed and approved, you will be asked to produce Final hardcopy Paperwork to be placed in your student file in Span 402.

- All ECE forms are available on the ECE website www.nps.edu under the FAQ/Practicalities section. Various SOPs can be accessed from the SAKAI ECE0000 Guide (cle.nps.edu Active Sites ÆEC0000).

- Students: You will be notified when your program gets approved. DO NOT fill in your Python matrix before your paperwork is approved.

1. To get your Python matrix signed:

Paperwork required to be uploaded in your dropbox;

- Cleaned up version of the Filled MSEE/MSES/EE Checklist – showing number of credits associated with each course listed
- Transcripts (undergraduate, JST – for US students if credits are used as part of undergraduate requirements)
- Planned Python matrix excel spreadsheet under student

You will be notified when you program matrix gets approved. Please do NOT enter courses before Python matrix gets approved.

2. To get your Undergraduate equivalence signed:

Paperwork required:

For BSEE Degree holders:

- Filled Front page of Undergraduate checklist
- Undergraduate transcripts

For Non BSEE Degree holders:

- Filled Undergraduate checklist
- Transcripts (undergraduate, NPS, JST – for US students, as coordinated with your AA)
- Python matrix
- Working copy of the Undergraduate checklist (the working copy you may have filled in with your AA during your first quarter).
- All undergraduate courses planned for NPS already taken.

3. To get your 6-month review done:

Paperwork required:

- Either a) Signed Undergraduate equivalence (NOTE: if you previously signed it in a paper form only, please state

Note: Ec4900 are Pass/fail only, any form received with a graded option will be rejected.

- Have a short description of the directed study contents ready and approved by the faculty member working with you on the independent study
- NLT end of first week of quarter during which you enroll in EC4900, go to the EC4900 list item accessible from the Registrar's Office at https://nps.edu/web/registrar/forms1
- Click on list item labelled "Directed Study Form" which will start a power automate flow.
- Enter required information. As of June 2021, while the ECE Dept Ed Tech position is gapped, enter LCDR Chapman both for PO and Ed Tech fields.

7. To get your thesis proposal approved

1. Coordinate with your thesis advisor, the description and expected scope for your thesis work
2. Download and fill in the MSEE/MSES/EE Thesis proposal form located at: https://www.nps.edu/web/ece/practicalities
3. Enter required thesis information in your Python thesis dashboard.
4. Upload the Thesis proposal document in your assigned thesis SharePoint, and provide access to advising team, AA, PO and Department Chairperson.

8. To enroll in the Electrical Engineer's (EE) Degree Program

Paperwork required:

- Filled EE checklist
- Filled undergraduate checklist
- Planned Python matrix
- EE Degree application form (ECE website)
- Undergraduate and NPS transcripts
- Turn in to Ed Tech NLT 1 year prior to expected graduati

9. Graduating students Æ update your Python information!!

1. Log into Python with your NPS credentials at https://python.nps.edu
2. Curriculum(s) (under 'Student Folio', select 'Student Information') are listed for all degree(s) and/or certificate(s). Only curriculums listed in your record are eligible for graduation nomination. Contact the EdTech at ECE-EdTech@nps.edu if there is a discrepancy.
3. Diploma name format (u (yt)3 (hon m)-21h2r(tu)6.9n (a)4 2 (t F)3 (o)2 (lio)7 (')5 (,)select 'Stud (e)6

Graduation nominations are approved/conferred approximately 30+ days after the month of graduation. Posting of degrees and/or certificate completions and delivery of final documents takes an additional 60+ days.

You should expect your diploma 3 months after the graduation date. If you require proof of your graduation eligibility sooner for professional purposes, the NPS registrar can provide you a letter documenting completion of all degree requirements by going to https://nps.edu/web/registrar/transcripts, scroll down to “Verification”, and follow instructions.

Note: NPS user accounts get locked after 30 days of inactivity. Contact the Technology Assistance Center at tac@nps.edu or (831) 656-1046 to restore access prior to graduation. Graduated students loose access to their NPS accounts after graduation.