Course Planning Worksheet for the **Bachelor's to MS** degree in the
Department of Environmental Sciences and Engineering for students
matriculating in Fall 2023

Student Name:	PID:	Cohort:

Course #	Course name	Credits Taken	Planned Semester	Notes, substitutions, exemptions.*
Required Core Courses				
SPHG 600	Introduction to Public Health (3 cr)		Fall **OR** Spring	BSPH ENHS students exempt
ENVR 601	Epidemiology for Environmental Scientists (3 cr)		Spring (Year 1)	*EPID 600 does **not** count as a substitute for ENVR 601
9 credits of ENVR courses for "depth of knowledge in a discipline" approved by student and thesis Faculty Mentor (400 level or above)				
			Fall/Spring (Year 1)	
			Fall/Spring (Year 1)	
			Fall/Spring (Year 1)	
"depth of knowledge in a discipline" course plan approved by thesis Faculty Mentor (Signature): Date:				
One Research Skill: one of the options below, determined by student and thesis Faculty Mentor: One course, hands-on workshop or other training that provides a research skill. Examples: course that teaches use of geographic information systems for exposure and risk analysis, workshop on the use of modeling software (e.g., CMAQ), or operator training on specialized instrumentation leading to certification as an independent user (e.g. mass spec, NMR, AFM)				
	Research skill (specify):		Fall/Spring (Year 1)	
Completion of training verified (if appropriate):			Date:	
Department Seminar – *ENVR 400 registration guidance*				
ENVR 400	Seminar Series – attend 15 sessions and associated work – see syllabus for details (0.5 cr each semester until complete)		Fall & Spring	
Requirement completion verified:			Date:	
Additional formal coursework (400 level or higher). Can include credits from Research skill course(s), if applicable				
Research				
ENVR 991	Research (3 cr)			
Master's Thesis Preparation				
ENVR 993	Master's Thesis (3 cr) **NOTE:** *Register under your faculty mentor's section*			
Thesis Defense Scheduled				
Date verified:				
Total credits required for graduation ≥ 30 cr at 400 level or above, excluding ENVR 400 **24 credits of formal coursework, 15 credits must be ENVR courses (not including ENVR 400, 991, 993)**				
Date verified:				

*Course Exemptions do **not** count towards total credit hours needed for degree.

Milestones and Typical Timeline for the **Bachelor's to MS degree** in the
Department of Environmental Sciences and Engineering
matriculating in Fall 2023

*Timeline will put students on track for a May graduation date. Students can graduate in August or December, if needed.

Milestones	Semesters in Program
Undergraduate – Link to professor for research project	Ideally Sophomore or Junior Year
Take ENVR classes over 400-level, which can be used as transfer credits (12 credits max double toward student's undergraduate and graduate degree). **Remember:** *While you are an undergrad all grades are on UG scale. Even if faculty give P grades for work.* **NOTE**: ENVR 430 and ENVR 403, plus two advanced electives, will help you meet the 12 credits that can be transferred.	Junior and/or Senior
Apply for Admission to MS Graduate Program - Recommend apply in December – priority funding Apply using this Current UNC Student (internal) Application link.	Senior Year
Confirm Faculty Mentor (**Name**): *Meet with your faculty mentor on a regular schedule. Typically, every 2 weeks, but at least every 4 weeks. Bring Faculty Mentor meeting form*	Upon admission/ First semester
Out-of-state students start working to meet NC Residency Requirements (not applicable for international students)	0
NC Residency requirement met (*not applicable for international students) - can be checked in ConnectCarolina. If you are not a NC Resident, start taking steps to meet the residency requirements.*	See Academic Coordinator first semester to confirm
Meet with ESE Academic Coordinator *(students encouraged to meet with AC once a semester before registration)*	Every Semester
Select thesis topic with Faculty Mentor	Senior Year/ 1
Course planning – **approval of "depth in a discipline" course plan by Faculty Mentor** *(signature needed, page 1)* Bring transcripts and course planning worksheet to meeting. Bring the ESE Committee Meeting form. Submit signed course planning worksheet to ESE Student Services after meeting.	Senior Year (Spring)/1
If transferring undergraduate credits, meet with the Academic Coordinator to complete the Graduate School's Transfer Credit Recommendation form.	1
Select thesis committee: Committee Member Names (provide full names) 1._____ **ENVR Faculty** Title: _____ 2._____ **ENVR Faculty** Title: _____ 3._____ **ENVR/Outside Faculty** Title/Status: _____ *NOTE: Refer to the Graduate Handbook for policies about committee composition and the role of Faculty Mentor/chair. Look up **Fixed-term Faculty Status** here. Notify ESE Student Services of any changes.*	1
Schedule Committee meetings (*student schedules*)	Senior Year (Spring), 1, 2

Complete course work	1- 2
Complete research	1 -2
Write **thesis** (November – March) Faculty Mentor approves thesis draft to share with committee (by March) After approval by Faculty, provide to committee > 10 days before Oral Exam	2
Schedule **Oral Comprehensive exam** - includes a defense of thesis (by mid-March; with Faculty Mentor's agreement). In March, select the date/time for defense.	2
Book room and send announcement to esestudentservices@unc.edu to send to full department. See handbook for process and announcement email requirements.	2
Oral comprehensive exam (and defense of thesis) – by April 1 Bring transcripts, course planning worksheet, Graduate School form for signature • *Master's Comprehensive Exam or Approved Substitute Report* Form (*complete **PART III***) For more information about where to sign on these forms, see here.	2
Revisions to thesis. Signatures on Graduate School form (***PART IV** signed at this time*) (by mid-April). See here for **Graduate School thesis submission deadlines by semester.** Submit thesis to Proquest (see handbook for additional info). **Graduate School paperwork must be submitted BEFORE students upload their thesis into Proquest.**	2
Apply for graduation; Order Regalia, Check milestones in ConnectCarolina; complete Exam paperwork, Graduate School Exit Survey.	4

**If students need to change their Faculty Mentor, please contact ESE Student Services at: esestudentservices@unc.edu. Please also see our Addressing Students Concerns guide for students here.