

Mechanical and Manufacturing Engineering Cohort Application Process

MME majors are composed of four Blocks. A degree map showing these Blocks and Block course lists can be found on the last page of this document. Blocks 3 and 4 are collectively referred to as the MME Cohort. MME Cohort courses require special permission to register. This permission is given only through a formal Cohort application process.

This document provides the details and timelines for students applying to the MME cohorts. Students are not allowed to register to any Block 3 or Block 4 courses until this process has been completed. The GPA of each Block is calculated solely by using the grades received in the corresponding Block courses and referred to as the “Block 1 GPA”, “Block 2 GPA” etc.

1) Cohort Application Materials and Application Dates

Application materials are to be submitted to your advisor by 12.00 PM on an announced application deadline that occurs each Fall and Spring semester around the sixth week of classes. Reminders will be sent about these dates via our student email lists.

The major application materials must include:

- a. A professionally written cover letter (<500 words) detailing the reasons the student is seeking admission into the MME cohort as well as his/her plans after graduation. The information contained in the cover letter will be used as a tie breaker if needed. Exceptional experiences, unique circumstances, or focused plans aligning with stated department policies may strengthen the application.
- b. A completed and signed MME cohort application form indicating that all departmental policies and processes listed under item 3 of the application form have been thoroughly reviewed and understood (Contact your advisor with questions if needed).
- c. A semester-by-semester course plan with an intended graduation date. Include any internship plans.
- d. A copy of student’s DARS report. A Block 1 GPA ≥ 2.50 is required to be admitted into the MME cohort. Note that not all Block 1 courses need to be completed by the application date but must be completed by the end of the application semester. See details in item 2.

2) Selection Priorities, Response Date, and Final Admission to the MME Cohort

Admission to the MME cohort is on a Block 1 GPA ranking basis. The Block 1 GPA will be rounded off to three significant digits (e.g. 2.994 becomes 2.99 and 2.995 becomes 3.00). The admission priority is given below and a step by step map of the eligibility requirements is included on the last page of this document for your convenience.

- a. You must have completed all Block 1 courses by the time you are admitted to the MME Cohort. However, you can be enrolled in the remaining Block 1 courses during the semester you are applying to the cohort.
- b. You must have a minimum Block 1 GPA ≥ 2.50 by the time you are admitted to the MME cohort. However, your Block 1 GPA can be lower than 2.50 at the time of cohort application, provided that you are enrolled in the necessary Block 1 courses with a possibility to raise your Block 1 GPA over 2.50 by the end of the application semester. Rule 2.a still applies.
- c. Admission decisions will be made by department faculty and communicated to the applicants via e-mail prior to the beginning of registration for the next semester.
- d. Applicants who have completed all Block 1 courses and have a Block 1 GPA ≥ 3.00 will obtain automatic admission.
- e. Applicants who are enrolled in their remaining Block 1 courses during the time of application and have a Block 1 GPA ≥ 3.00 in the completed Block 1 courses will be given permission to register for Block 3 courses. Actual admission will occur once all Block 1 course grades are recorded in DARS at the end of the application semester. If admission requirements in 2.a and 2.b are not met at the end of the application semester, Block 3 courses applicant registered for will be dropped. Student will need to reapply the following semester and register for the necessary Block 1 courses.
- f. Applicants who completed all Block 1 courses and have $2.50 \leq \text{Block 1 GPA} < 3.00$ may be admitted on a space available basis and a Block 1 GPA ranking. These applicants will have priority over applicants in the same GPA range who have not yet completed their Block 1 courses. This applies even if their GPA is lower than applicants who have not completed their course requirements.
- g. Applicants who are enrolled in their remaining Block 1 courses and have a $2.50 \leq \text{Block 1 GPA} < 3.00$ in the completed Block 1 courses may be given permission to register for Block 3 courses on a space available basis and a Block 1 GPA ranking. If they qualify, they will be given permission to register for Block 3 courses with a two week delay, to make sure students with higher priority have a first shot at courses with high demand. Actual admission will occur once all Block 1 course grades are recorded in DARS at the end of the application semester. If admission requirements in 2.a and 2.b are not met at the end of the application semester, Block 3 courses applicant registered for will be dropped. Student will need to reapply the following semester and register for the necessary Block 1 courses.
- h. Applicants with Block 1 GPA < 2.50 will only be considered if applicants are enrolled in enough Block 1 courses (repeat or first time) that could potentially increase their Block 1

GPA above 2.50 by the end of the application semester. They will only be given permission to register for Block 3 courses on a space available basis. If they qualify, they will be given permission to register for Block 3 courses with a two week delay, to make sure students with higher priority have a first shot at courses with high demand. Actual admission will occur once all Block 1 course grades are recorded in DARS at the end of the application semester. If admission requirements in 2.a and 2.b are not met at the end of the application semester, Block 3 courses applicant registered for will be dropped. Student will need to reapply the following semester and register for the necessary Block 1 courses.

- i. Students whose applications are declined may repeat courses or take other necessary action to improve their application for the following semester. Please note that a declined application is not kept on file by the department and the student must reapply to the cohort by going through the same process the following semester.

3) Late Applications:

Late applications will only be considered on a space available basis.

4) Enrollment in Block 3 and Block 4 courses:

Enrollment in Block 3 and Block 4 courses is limited **only** to those who have been admitted to the cohort. The only exception is for transfer students and is listed below.

Exception for transfer students: Advisors may allow transfer students who are in their first year at SCSU to register for a maximum of two Block 3 courses before they are admitted into the cohort. This is only allowed for a single semester and admission to the cohort must occur the following semester. No additional Block 3 or Block 4 courses can be taken until admission is complete. The Block 1 GPA or course completion deficiencies must be corrected by the end of the semester in which the two Block 3 courses are completed. Students must still meet the course pre-requisites.

5) Exceptions to this policy require department approval

