

The Master of Engineering Management (MEM) with a Specialization in Project Management Detail Sheet/Plan of Study

The College of Professional & Continuing Education (CPCE) at Rowan University offers the Master of Engineering Management (MEM) program. The program combines offerings from Rowan's College of Engineering and College of Business. It will prepare graduate students for management positions in the engineering profession. Classes are accelerated and online offering the fastest and most convenient route to your master's degree.

Overview of the Coursework

- 30 graduate credit hours (10 courses) in 5 consecutive semesters
- This is a part-time program.
- This program consists of a combination of engineering and business courses.
- The Master of Engineering Management (MEM) courses are accelerated and online.
- Complete listings of all courses, as well as course descriptions, are included in the MEM Course Description Sheet, which is available at www.rowan.edu/cpce (Click on "Academic Services" and then the appropriate program.)

Program Entry Points

- Students may start the program any module.

Course Sequence and Degree Timeline

The Master of Engineering Management (MEM) program is offered in an accelerated and online format. Every module will be 8 weeks, with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. Including summer terms and depending upon when you begin, the degree (10 courses) can usually be completed within 5 consecutive semesters (2 years). (There are no pre-requisites; for the most part, the courses simply continue to cycle.) If you begin your Master of Engineering Management (MEM) program in the first part of Fall 2009, you may finish by the second part of Spring 2011!

Sample Course Sequence for Students Beginning the Program Fall 2009, Module 1 (first eight weeks)

	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011
<i>1st 8 Weeks</i>	ENGR 01.501: Special Topics in Engineering: Strategic Decision Making (3 s.h.)	MGT 06.677: Management Skills for Engineers (3 s.h.)	MGT 06.666: Managing Engineering Teams (3 s.h.)	EM 01.531: Engineering Inventions & Creative Design (3 s.h.)	MIS 02.526: Project Management for Engineers (3 s.h.)
<i>2nd 8 Weeks</i>	CEE 08.504: Engineering Estimating (3 s.h.)	EM 01.512: Quality in Engineering Management (3 s.h.)	EM 01.501: Engineering Economics (3 s.h.)	EM 01.511: Strategic Risk Management (3 s.h.)	EM 01.541: Ethics & Law (3 s.h.)

NOTES: All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours)

Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format mentioned above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program.

If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.

Benefits of the Master of Engineering Management (MEM)

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their degree.
- The program is designed to provide the maximum amount of flexibility. Students may start any term providing foundation course requirements are met.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- The schedule allows students to take 2 courses and earn 6 credits each term while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The online program provides tech support 24/7.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- The management focus of the degree was designed by those in the profession to specifically fill a need in the field. This degree will give you the competitive edge in the job market.
- With only 30 credits, the MEM is a tightly woven set of engineering and business courses that prepare graduate students for management positions in the engineering profession.
- The MEM program does not require a thesis.
- The MEM application process does not require the submission of any standardized tests.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisor but also a special CPCE Administrative Advisor.

How to Apply

CPCE MEM applicants will apply using the CPCE Graduate & Post- Bac Application Form. Forms are available from CPCE or to download from www.rowan.edu/cpce. When you submit your application, be sure to mark "CPCE MEM" and your term/module of entry in the upper right-hand corner of any materials you submit.

Admission Requirements for the MEM Program:

- ✓ Bachelor's degree from an accredited institution of higher learning.
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Statement of Professional Objectives
- ✓ Two Letters of Recommendation
- ✓ CPCE Foundation Course Completion Form (Be sure to attach all supporting materials including transcripts and syllabi, if possible.)
- ✓ No standardized tests are required!

Plus:

- ✓ A bachelor's degree in either engineering, engineering technology, biology, chemistry, physics, mathematics, computer science OR a bachelor's degree in education with appropriate coursework in science and math. Applicants with other bachelor's degrees will be considered for admission on a case-by-case basis. Contact the MEM Coordinator and Faculty Advisor, Dr. Dusseau, at dusseau@rowan.edu if you have any questions.
- ✓ Eligible students should have completed the following set of 4 undergraduate foundation courses: Chemistry I, Physics I, Calculus I, and Statistics I or the equivalent.
 - During the admissions process, the MEM Coordinator and Faculty Advisor will determine foundation course equivalencies and how any unfinished undergraduate foundation courses can be scheduled concurrently with graduate enrollment.* (Be sure to include within your MEM application package, the CPCE Foundation Course Completion Form that addresses how you have met the foundation course requirements.)
 - If applicable, official notification of any unfinished foundation courses will be included in the student's official decision letter from Rowan University.
 - It is the student's responsibility to continue to coordinate with the MEM Coordinator and Faculty Advisor regarding the successful and timely completion of all foundation courses.

** Please note, foundation courses may not be available in an online format through Rowan.*

Application Deadlines

Due to the complicated nature of the admissions evaluation process, (including the review of foundation courses) students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next entry module. Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it may be possible—depending upon the program—for students to begin the course as a non-matriculated students while the official process completes).

How to Apply Continued

Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or pceacademicservices@rowan.edu

Health Immunization Requirements

At this time students matriculated in a degree program offered fully online are not required to comply with the Health Immunization Requirements of Rowan University.

Transfer Credit Policy

- The CPCE Master of Engineering Management (MEM) program allows incoming matriculated students to transfer up to 9 graduate credits into the program providing a grade of B or better was earned and the course/credits are deemed equivalent to required course-credits in the sequence and that the coursework was taken within the past 10 years.
- To request transfer credit, please complete and submit *with* your application the CPCE Graduate & Post Bac Transfer Credit Evaluation Form, which is available on the CPCE website at www.rowan.edu/colleges/cpce/apply/forms.cfm (Evidence supporting this request (transcripts, syllabi and course descriptions) should also be included with the application package.)
- While the admissions process for this program is coordinated by CPCE, the graduate and post bac transfer credit evaluation process is coordinated by the Academic Advisor in the Academic Department for which the program is housed. Ideally, transfer credit is requested at the time of admissions and submitted with the application as outlined above. That request is forwarded to the Academic Advisor who then performs the evaluation and obtains appropriate approvals from the Academic Department and Dean. Once the form is fully signed, the form is sent back to CPCE so a copy can be made by the CPCE Administrative Advisor who will use it to create/update your Personalized Course Sequence. CPCE then sends the official copy to the Registrar. Transfer credit is not official until it is approved by all parties listed on the form and entered into the system by the Registrar.
- At Rowan, official notification of graduate & post bac transfer credit is only via the credits being applied to and appearing on your academic transcript. Your Personalized Course Sequence that you receive from CPCE at the end of the admissions process will reflect any and all officially awarded transfer credit of which CPCE is made aware.
- All discussion or questions about the graduate & post bac transfer evaluation process should be directed to the Academic Advisor.

CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch.
 - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit www.rowan.edu/coursesearch.
 - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
 - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.

- **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5th column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
 - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
 - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at cpceacademicservices@rowan.edu to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
 - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
- **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at www.rowan.edu/cpce under “Forms.”
 - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at www.rowan.edu/colleges/cpce/forms/cfm.

A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit www.fafsa.ed.gov right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, financialaid@rowan.edu to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at www.rowan.edu/cpce under “Forms.”

INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student* and get credit for just the class(es) that interest you!

All of the courses for the MEM are open to non-matriculated graduate students. In addition, you may browse and register for some of Rowan's many other course offerings** by visiting the Rowan Section Tally at

http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. A CPCE course is easily identifiable in Rowan's official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.)

Remember, CPCE has its own set of registration related deadlines. Please visit the website at

<http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.***

*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

** Provided necessary pre-requisites and/or restrictions are met.

*** No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

Master of Engineering Management (MEM) Contact Information**Tiffany Fortunato**

CPCE Administrative Advisor

(Provides assistance from initial inquiry to initial matriculation)

Phone: 856-256-4742 Email: fortunato@rowan.edu

Dr. Ralph Dusseau

MEM Coordinator and Academic Advisor (Provides academic

assistance after initial registration to graduation clearance)

Phone: 856-256-5322 Email: dusseau@rowan.edu

The information in this document was updated 09/14/09