

MEMORANDUM FOR RECORD

1 July 2024

SUBJECT: MEM Course Enrollment Policy

1. This Policy outlines expectations of students in the Master of Engineering Management (MEM) program as it relates to student accounts and finances.
2. In general, students will be enrolled in courses according to the First Come-First Serve (FCFS) principle. However, the MEM Director, or Assistant Director, may use additional factors that include, but are not limited to:
  - the student's ability to succeed given relevant background both in education and experience,
  - proximity to current listed graduation date,
  - whether the student is a current Engineering Management student,
  - whether the student is a current Engineering graduate student, and/or
  - faculty and/or instructor requirements.Such factors are to be a case-by-case approach and will not be used in such a way as it could be misconstrued as favoritism or bias. As much as possible, the MEM program shall follow the FCFS principle to maintain fairness.
3. In the event, a Departmental or Instructor restriction blocks a student's access to a necessary course that may be needed for degree completion, the MEM Director will retain authority to request an exception be granted, allowing said student to effectively complete the degree on-time. However, this process would require certain requirements to be met, from both student and advising faculty, to proceed with an exception request or action. This process will ensure fairness and hold all parties accountable.
4. Students are welcome to discuss their concerns with the MEM Director, staff, and/or [Student Ombuds office](#) as needed.

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Reference:

Student Ombuds: <https://ombuds.dasa.ncsu.edu/>