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Introduction

The faculty, staff and students in Mechanical Engineering would like to welcome you to the mechanical engineering graduate program. This handbook is designed to provide information on policies and procedures in the graduate programs. This handbook, the Graduate Catalog and the Mechanical Engineering department website will serve as sources of information for you as you progress through our program. This is not an official document or supplement to the university catalog or other official publications. For official university policy regarding graduate studies, please see the UTD Graduate Catalog: http://catalog.utdallas.edu/

This handbook is subject to change in accordance with university and program amendments. Students are responsible for remaining updated and in compliance with policies throughout their attendance in the program and prior to graduation applications being processed. The policies set forth in this handbook default to new university policies that may be amended without notice. When changes occur, we will do our best to notify you in a timely manner. Check your UTD e-mail regularly.

Master’s Program Mission

The mission of the Mechanical Engineering master’s degree program is to provide students with advanced education in mechanical engineering and prepare them for lifelong learning and successful careers in industry and government. The program prepares both recent baccalaureate graduates and experienced mechanical engineers for the design and implementation of advanced mechanical systems at nano-, micro-, meso- and macro-scales. Our graduates are expected to be key contributors and leaders in industry and/or academia and to further their education by entering a doctoral degree program.

Doctoral Program Mission

The mission of the PhD degree program in Mechanical Engineering is to provide students with advanced education in mechanical engineering and prepare them for lifelong learning and successful professional and/or research careers in industry, government, or academia. The students are expected to achieve the highest level of expertise in a chosen field. The graduates are expected to identify and formulate problems, and develop creative solutions to existing and emerging problems with global societal impact.
Program Administration

The administration of the graduate program is divided among committees and individuals, each having specific responsibilities. Their roles and responsibilities are described below. Two of the most important individuals with whom the student will interact are the faculty advisor and the graduate program administrator.

Area Faculty:
The faculty who participates in teaching and research supervision within a particular degree program constitute that program’s Area Faculty. The Area Faculty are responsible for the program’s curriculum and requirements, advising and mentoring, and evaluation of student performance and progress. Most faculty participate in more than one degree program.

Graduate Education Committee:
The role of the Graduate Education Committee is to serve the needs of the graduate students and faculty in the department. It plays a role in developing, implementing, and monitoring policies and procedures including admissions, catalog changes, and program requirements. Committee membership changes periodically.

Associate Department Head for Graduate Education:
The Associate Department Head (ADH) for Graduate Education, Dr. Dong Qian, chairs the Graduate Education Committee and oversees the graduate program.

Advising

Faculty Advisor: The faculty advisor provides guidance in course selection, assists in the preparation of the degree plan, and provides career guidance. The ADH for Graduate Education serves as the faculty advisor for students without a research advisor. Exception: If the student is defending a thesis, the student’s research advisor will act as the faculty advisor.

Research Advisor: The research advisor provides mentoring in research, guidance in course selections, career guidance, and assists in the preparation of the degree plan and thesis defense. For doctoral students, the research advisor supervises and must approve the student’s completion of the qualifying exam and other milestones, such as proposals and papers leading up to degree completion.

Graduate Program Administrator: The mechanical engineering graduate program administrator may be consulted on any matter pertaining to graduate study. Issues related to degree requirements, registration, program policies, and other student academic issues should be addressed to the graduate program administrator. Currently, the mechanical engineering graduate program administrator is Ashley Bradberry.
Getting Started in the Graduate Program

Department Orientation and Meeting Graduate Advisors
All new students are required to attend the Mechanical Engineering New Graduate Student Orientation prior to registering for courses. Official announcements and invitations to this orientation will be sent by email from the Mechanical Engineering Department. At this orientation, students will meet with a faculty advisor and have their first semester courses approved for registration.

Registration and Obtaining UTD Identification (ID) Card
Once the required orientation session(s) have been completed, students may register for courses. After completing registration, students will be required to obtain a Comet Card, the official identification card for all UTD students, faculty, and staff. This card allows the use of campus facilities and services.

Comet Cards are issued in the Comet Card Office. The Comet Card Office is located on the second floor of the Student Services Addition (SSA 12.324).

Graduate Teaching and Research Assistants
Newly appointed TA’s and RA’s will be required to attend additional orientation sessions given separately by the Office of Graduate Education, the ME department, and the Human Resources Office.

Program Facilities
The Engineering and Computer Science Buildings, Bioengineering Science Building, and the Natural Science and Engineering Research Laboratory provide extensive facilities for teaching and research. These include wind tunnels, materials test systems, nanoindenter, high impact facilities, ultra-high speed camera, DMA, XPS, FTIR, NMR, TGA, DSC, XRD, µ-Raman, Fluorescence Spectrometer, AFM, FIB/SEM, and atomic resolution TEM. A Class 10000 microelectronics clean room facility, including e-beam lithography, sputter deposition, PECVD, LPCVD, etch, ash and evaporation, is available for student projects and research.

Machine Shop
The Mechanical Engineering Machine Shop gives students the experience of fabricating custom mechanical components or systems for class assignments, research and industry sponsors. The shop houses 10 computer stations with CAD Software, several (CNC) computer numeric control milling machines, lathes, welding machines, different types of saws, a CNC and manual plasma cutter, precision measuring equipment and numerous hand tools.
University Resources

A campus map can be found on the university website: http://www.utdallas.edu/maps/

Office of Graduate Education
The Office of Graduate Education is located in the Founders Annex corridor, at FA 3.104. The staff in this office oversee degree requirements and develop and implement educational policies. Students will find helpful information and important deadlines on the Office of Graduate Education website.

Computer Labs
Open Access Computer Labs for student use can be found in the following locations:
Engineering Open Access Lab (ECSW 2.250)
Solarium (ECSN 4.324)
Machine Shop (NL 1.701A) *Limited access; only when Machine Shop staff are present.

Online Information Resources
Information on NetID/password issues, email accounts, wireless network setup and general information on computer related problems can be found on the Information Resources website.

Student AccessAbility
The Office of Student AccessAbility provides academic accommodations for eligible students with documented physical, psychiatric, or sensory disabilities.

Student Counseling Center
The Student Counseling Center provides programs and services designed to assist students with managing academic and personal demands more effectively.

Student Wellness Center
The Student Wellness Center is dedicated to the health and well-being of all UT Dallas students. Their office offers consulting, education, promotion, and prevention services related to various public health topics.

Galerstein Gender Center
The Galerstein Gender Center provides resources to support pregnant and parenting students, postdocs, staff and faculty at UT Dallas while navigating school, work and family life.
Mechanical Engineering Fast Track Program

The Fast-Track program is available to well-qualified UT Dallas undergraduate students. The Fast-Track program is designed to accelerate a student's education so that both BS and MS degrees can be earned in approximately five years of full-time study.

This document explains the qualifications necessary to enter the program, the requirements to successfully complete the program, and the procedures to be followed by Fast Track students.

Admission Requirements
In order to ensure that all requirements are met, admission to the Fast-Track program is facilitated and administered by the Office of the Associate Dean for Undergraduate Education (ADU).

An undergraduate student in Mechanical Engineering qualifies to be admitted to the Mechanical Engineering Fast Track program if they meet all of the following qualifications:

• Has completed at least 15 semester credit hours at UT Dallas.
• Has repeated no more than 3 courses at UT Dallas and repeated no course more than once.
• Has an overall GPA for all college courses of at least 3.33.
• Has completed at least six benchmark courses, corresponding to the student's major, with an average six course GPA of at least 3.5. The combined GPA in all benchmark courses should be at least 3.33.

Remaining in the Fast-Track Program
In order to remain in good standing, a Fast-Track student must fulfill all of the requirements:

• Must maintain a GPA of at least 3.33 overall and at least 3.0 for graduate courses taken as an undergraduate Fast Track student.
• Must earn a grade of B or better in all graduate courses.
• Must not repeat more than three courses and must not repeat any course more than once.

If at any time these requirements are not fulfilled, the student will be dropped from the Fast-Track program. Any graduate credits successfully earned can be applied to the BS degree only, and the benefits of the Fast-Track program will not apply.

Matriculating to the master’s degree
Upon successful completion of the BS degree, and submission of an approved Fast Track Graduate Matriculation Request form, a Fast-Track student will transition to the appropriate MS degree program if they are in good standing.

Department of Mechanical Engineering | Graduate Student Handbook
Funding Opportunities

Full-time graduate students have three options for financial assistance through the department and all three are highly competitive. (Part-time students are not eligible for financial assistance.) Students desiring financial assistance are encouraged to apply to our graduate program as early as possible.

**Jonsson School Dean’s Graduate Scholarship** is a $1,000 competitive, merit-based scholarship awarded to incoming graduate students during the fall semester. All students entering MS or PhD studies in Mechanical Engineering are eligible to apply. The Jonsson School Dean’s Graduate Scholarship application can be found on the [Jonsson School Scholarship page](#) online.

**Teaching Assistants (TAs)** are selected and supported by the Mechanical Engineering Department based on students’ academic merit and prior research experience. After admission to the ME Department, **new admits** are automatically considered by the department’s selection committee for teaching assistantships. If selected for a TA position in their first semester, new students will be notified by an email sent to their UT Dallas e-mail address. **Current students** will be required to submit a TA application each semester they would like to be considered for a TA position.

**Research Assistants (RAs)** are supported by individual mechanical engineering faculty through faculty members’ research grants. We encourage prospective students to wait until they have been admitted to the program before contacting faculty members about joining their research teams.

Funding opportunities are competitive, merit-based and can range from a small stipend to a full assistantship with tuition assistance depending upon available funding. **Student who intends to seek funding should apply for admission as a doctoral track student to be considered for university funding lines, as there are limited funding opportunities for master’s students.** Funding is always dependent upon budgets from year to year, is not guaranteed, and is also contingent upon adequate progression in coursework and academic standing as well as satisfactory performance of all job responsibilities and requirements. Funded students must abide by all pertinent UTD policies and procedures, including those pertaining to academic dishonesty.
Registration Procedures

Students may add/drop/swap courses online through the last day to register, as designated by the Registrar on the Academic Calendar. Students pursuing a full-time program of graduate study should register for a minimum of nine credit hours each fall/spring and six credit hours each summer (registration in summer is optional). General registration requirements are available in the Graduate Catalog and on the university Registrar’s website.

All new students will be required to obtain approval from a faculty advisor on a registration form prior to registering in their first semester in the program.

In subsequent semesters, students in good academic standing are permitted to register themselves online. Students may also register through the graduate program administrator by emailing a complete registration request from their UTD email account. While on academic probation, students will not be permitted to register in future semesters until the current semester grades have been posted.

Occasionally, there are Service Indicators “holds” placed on student accounts. Holds most commonly result from missing documents, unpaid fees, or financial aid issues. All holds must be resolved before the student can register.

Master’s thesis and doctoral students are required to obtain registration approval from their research advisor every semester. Students must register for a minimum of three credit hours during the semester in which any major degree examination, such as the QE, proposal, or during the semester the thesis or dissertation* is defended or submitted for approval.

Approval from the research advisor is required to register in Research, Thesis, and Dissertation. Students will submit approved requests to the graduate program administrator for processing.

Master’s: MECH 6V97 Research in M.E. MECH 6V98 Thesis
Doctoral: MECH 8V70 Advanced Research in M.E. MECH 8V99 Dissertation

International students must also abide by the enrollment requirements listed on the International Students and Scholars Office (ISSO) website to maintain their visa status.

Graduating doctoral students who will orally defend the dissertation and anticipate having all final materials submitted to the graduate school by the deadline, may enroll in as little as one credit hour. Students may use the one-hour rule one time. This applies to all doctoral students.
Program Requirements

All students must have an approved degree plan on file. The purpose of this plan is to show how and when requirements will be met. The degree plan is a working document and may be updated regularly to reflect the student’s developing research focus and career goals. Upon successful completion of the qualifying examination, doctoral students will no longer be eligible to change their concentration area.

Master’s in Mechanical Engineering Degree Plan Requirements
The MS degree plan requires a minimum of thirty-three credit hours of graduate-level coursework. A minimum of twenty-four credit hours must be MECH or MECH cross-listed coursework.

Thesis Option
Students undertaking the thesis option must carry out a research project under the direction of a member of the mechanical engineering faculty and complete and defend a thesis on their research project. Students elect the thesis option by obtaining the approval of their thesis advisor on a degree plan. All full-time, supported students are required to participate in the thesis option.

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (3)</td>
<td>9</td>
</tr>
<tr>
<td>Area Electives (2)</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td>Research + Thesis</td>
<td>6+3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>33 (minimum)</strong></td>
</tr>
</tbody>
</table>

Non-Thesis Option
Students who do not wish to participate in the thesis option will be required to take coursework to satisfy the thirty-three-credit hour requirement. With the prior approval of a faculty advisor, non-thesis students may apply for up to three semester hours of research or individual instruction courses as a free elective.

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (4)</td>
<td>12</td>
</tr>
<tr>
<td>Area Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td>Free Electives (4)</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>33 (minimum)</strong></td>
</tr>
</tbody>
</table>

Students may count no more than two 5000-level courses in the MS degree plan. Courses taken without faculty advisor approval will not count towards the thirty-three-credit hour requirement.
Master’s Thesis Guide
Thesis work is a valuable learning experience in which students can develop their abilities to research the literature, plan, analyze, experiment, evaluate, present, and defend their work in addition to achieving degree specialization. It is the policy of the department that the selection of a thesis topic and thesis advisor be a voluntary process that is initiated by the student.

Thesis Advisor
The thesis advisor must either be mechanical engineering faculty or an affiliate faculty member holding the rank of Professor, Associate Professor, or Assistant Professor. The thesis advisor will assist the student in developing a research topic, conducting research related to the thesis, and periodically assess the student’s progress and accomplishments.

Supervising Committee
The supervising committee is appointed to approve a thesis topic, provide advice, and review and evaluate the written thesis and oral defense. Students should form a supervising committee and submit the committee appointment form prior to registering for thesis credit.

The supervising committee consists of three UTD faculty members with one of the three designated as the Chair (thesis advisor). At least two committee members must be mechanical engineering faculty. Additional faculty or subject area experts from inside or outside the university may be selected; however, no more than one external member will be approved. The composition of the supervising committee must follow the guidelines contained in the UT Dallas policy memorandum, “Policy on Procedures for Completing a Graduate Degree.”

To obtain approval from the ME Department Head and Dean of Graduate Education, students should email the committee appointment form, signed by the proposed members of the committee, to megrad@utdallas.edu.

Preparing for Thesis Defense
When the thesis research is essentially complete, a written final draft is prepared by the student and submitted to the supervising committee for critical review. This copy should be in a form so that it could be turned in as the final version and should not be left for the committee to make major corrections and revisions in spelling, syntax, organization, or content of the dissertation. Action on a draft submitted less than one month before the date on which the completed thesis is due may be deferred until the next semester.

After the supervising committee has approved the final draft, the student, and the thesis advisor will schedule the oral thesis defense. The thesis advisor will instruct the student regarding specific material which must be prepared for the examination.
**Thesis Defense and Submission**

The defense should include an uninterrupted summary of the thesis by the student, an oral defense of the thesis, and a question period led by the supervising committee. Following the public presentation, the candidate will be examined by the members of the examining committee in a closed session. The examination will focus primarily on the candidate’s research contribution.

The decision of the supervising committee is rendered immediately after the oral defense. If the student does not pass the defense, then the committee will decide upon a future course of action. If it is determined the student passes the defense, the committee will complete and sign the thesis results form. The student or Thesis Advisor will submit the form to the mechanical engineering graduate program administrator.

Information concerning thesis format and submission deadlines is detailed on the Graduate Education website. A student must upload the thesis on the thesis submission page two weeks prior to the final oral examination for an initial format check and to Turnitin for a citation check.
Doctor of Philosophy in Mechanical Engineering Degree Plan Requirements

The PhD program requires a minimum of seventy-eight credit hours beyond the baccalaureate degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>Core Courses (4)</td>
<td>12</td>
</tr>
<tr>
<td>Area Electives (4)</td>
<td>12</td>
</tr>
<tr>
<td>Math Electives (2)</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives (4)</td>
<td>12</td>
</tr>
<tr>
<td>Research + Dissertation</td>
<td>30 + 6 (minimum)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>78 (minimum)</td>
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</table>

Prescribed Electives within Concentration Area

Students must complete at least four courses from the list of prescribed elective courses in one of the four areas of concentration.

Mathematics Electives

Students must complete at least two mathematics courses, approved by the Research Advisor, to satisfy the mathematics elective portion of the degree plan.

Free Electives

A PhD student in mechanical engineering must take at least four additional graduate level (5000 and above) courses to satisfy their free electives. There are limitations on which 5000-level courses will satisfy PhD degree requirements, so students should obtain approval for all 5000-level courses they intend to complete. All electives must be approved by the PhD student’s research advisor.

Neither an MSME degree nor a minor is required for the PhD. However, the student’s supervisory committee may impose these or other requirements that it believes are necessary and appropriate to the student’s degree program.

Important: Due to the similarities between the MS and PhD degree plans, students will complete the MS degree requirements while working on the PhD degree requirements. PhD students wishing to obtain a master’s degree are required to file the “Addition of master’s degree for doctoral students” form along with an approved MS degree plan to the graduate program administrator.
Doctoral Program Requirements
In addition to degree plan requirements, PhD students are required to complete the Qualifying Exam, Comprehensive Exam (proposal), and Final Exam.

Milestones Agreement Form
The Milestones Agreement Form defines the specific requirements of the doctoral program and encourages an annual review between the student and the research advisor to ensure adequate progress is made throughout the program. The student and their research advisor will review and sign this form in the first semester and at the end of each subsequent academic year.

Qualifying Examination
The qualifying exam will test student’s knowledge in one concentration area in mechanical engineering and related background in mathematics. The qualifying exam (QE) will be offered twice per year, once in the fall and again in the spring. Students entering the program with a mechanical engineering master’s degree must take the QE within three long semesters, or prior to completing twenty-seven credit hours. Students entering the program without a mechanical engineering master’s degree are required to sit for the QE within five long semesters, or prior to completing forty-five credit hours. Credit hours transferred from another university will count towards the credit hour requirement.

The Application for the Doctoral Qualifying Exam is due to the graduate program administrator by the third week of the semester. Students must have an official degree plan on file and be registered for at least three semester credit hours during the semester they take the exam. Students are strongly encouraged to consult with their research advisor on the appropriate courses to take in preparation for and during the semester they take the exam.

Students entering before Fall 2022:
The exam takes place over two days. On each of these two days, a three-hour written exam is given in one continuous sitting. Students are not to bring any outside materials to the exam, other than an approved calculator (no books or notes).

Students entering after Fall 2022:
One three-hour written exam is given in one continuous sitting. Students are not to bring any outside materials to the exam, other than an approved calculator (no books or notes).

<table>
<thead>
<tr>
<th>Fall/Spring Timeline</th>
<th>Action Item</th>
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<tbody>
<tr>
<td>Weeks 1-3 (August/January)</td>
<td>Submit QE application and official degree plan</td>
</tr>
<tr>
<td>Week 11 (November/March)</td>
<td>Written exam(s)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Announcement of results</td>
</tr>
</tbody>
</table>
**Reviewing Qualifying Exam Performance**
Grading will be pass/fail. Students who fail the exam(s) on the first attempt must retake the failed portion(s) within one year, but preferably by the end of the next long semester. Students failing the second examination will not be allowed to pursue a doctoral degree in the program and will be formally dismissed. Under no circumstances will a third examination be allowed.

All requests to review or challenge exam results should be submitted in writing to the graduate program administrator within one month after receiving notification of the QE results. A time for the student to review his/her own exam(s), and solutions provided by the exam committee(s) will be scheduled. Students are not allowed copies of their exam or exam solutions.

**Supervising Committee**
The supervising committee will oversee and assist the student in developing a dissertation proposal, conducting research related to the dissertation, and reviewing and evaluating the written dissertation and oral defense. Students should form a supervising committee after passing the QE.

The supervising committee consists of four UTD faculty members with one of the four designated as the Chair. At least three of the committee members must be mechanical engineering faculty. Additional faculty from inside or outside the university may be selected; however, no more than one external member will be approved. The composition of the supervising committee must follow the guidelines contained in the UT Dallas policy memorandum, “Policy on Procedures for Completing a Graduate Degree.”

To obtain approval from the ME Department Head and Dean of Graduate Education, students should email the committee appointment form, signed by the proposed members of the committee, to megrad@utdallas.edu.

**Comprehensive Exam/Dissertation Proposal**
The comprehensive exam is used to determine if the student has the necessary background and skills required for dissertation research and if the student can organize and conduct the research independently. Students must have an approved supervising committee on file, be registered in at least three semester credit hours, and be in good academic standing in the semester in which they intend to complete the oral exam. The last day of final exams on the academic calendar is the last day students can hold the oral exam.

The student must set the exam date with the agreement of the committee members and submit the Request for Comprehensive Examination form to the graduate program administrator. After the student presents their dissertation proposal, the supervising committee will determine whether the student is adequately prepared and can conduct independent research and sign the Comprehensive Examination Report form. The student or research advisor will submit the form to the graduate program administrator.
Students who fail the first attempt must re-defend before the end of the following semester. Students who fail the oral defense a second time or who fail to hold the defense prior to the end of the following semester will be dismissed from the program. A student must pass the comprehensive exam at least one semester before the Final Exam.

**Final Exam/Doctoral Dissertation**
Each doctoral candidate must prepare and submit a major research project culminating in a dissertation demonstrating an original contribution to scientific knowledge and engineering practice to graduate. Information concerning scheduling the defense, dissertation format and submission deadlines are specified by the Office of the Dean of Graduate Education.

When the dissertation research is complete, a written final draft is submitted to the supervising committee for critical review before scheduling the final oral exam. The student should allow the supervising committee ample time to review the work. Action on a draft submitted less than one month before the dissertation is due may be deferred until the next semester. After the supervising committee has approved the final draft, the student and the research advisor will schedule the oral dissertation defense. The dissertation advisor will instruct the student regarding specific material which must be prepared for the examination.

The initial phase of the examination will be open to the public. Following the public presentation, the candidate will be examined by the members of the committee in a closed session. The examination will focus primarily on the candidate’s research contribution. The decision of the supervising committee is rendered immediately after the oral defense. If a recommendation for re-examination is made, the second Final Oral Examination must be taken between six months and one year after the first examination. In no cases will a third Final Oral Examination be given.
Graduate Transfer Credit Policy

Upon approval, students may have up to eight hours of graduate coursework taken at another university applied toward the master’s degree plan, and up to thirty-three hours of graduate coursework taken at another university applied toward the PhD degree plan.

Students must earn a grade of B or better in the course for it to be considered eligible for transfer. All requests for transfer of credit should be approved by the UTD course instructor on the Transfer of Credit Request form and submitted, along with course descriptions, and a degree plan approved by the faculty advisor, to megrad@utdallas.edu. Doctoral students entering the program with a mechanical engineering master’s degree are not required to submit the Transfer of Credit form. Students will submit a PhD degree plan approved by the research advisor, along with course descriptions to megrad@utdallas.edu. All petitions must be received and approved prior to the student’s graduating semester.

Final transfer credit determinations will be awarded in accordance with the policies and procedures outlined in the Graduate Catalog after a review of official transcripts and course descriptions provided by the student.

Time Limits

Per the Graduate Catalog, all requirements for a graduate degree, including transfer credit, must be completed within the specified time period. All requirements for the master’s degree must be completed within one six-year period. All requirements for the doctoral degree must be completed within one ten-year period. Students whose master’s degrees are accepted for credit toward a PhD must complete all requirements for the doctoral degree within one eight-year period.

Leave of Absence

Should students need to take time away from graduate school, they may request a formal leave of absence. A leave of absence will not be approved for more than one academic year.

A request for a leave of absence must be approved by a faculty advisor; the student’s research advisor or the graduate ADH in Mechanical Engineering. Approved requests should be forwarded to the graduate program administrator. Final approval will be provided by the Dean of Graduate Education and recorded by the University Registrar.

Catalog Policy

Students are bound by the requirements of the catalog in force at the time of their first registration. This regulation applies only to the specific coursework and the number of semester credit hours required for the academic degree. All requests for changes to a student’s catalog year must be approved by the graduate program administrator on the Change of Catalog Year Form.
Add/Change Concentration Area (Sub-Plan)

All requests to change a student’s sub-plan in Galaxy must be approved by the graduate program administrator on the Change of Sub-Plan Request Form.

Academic Standing

Registration in the graduate program beyond the first semester is contingent on the student's being in good academic standing based on three main factors:

- Satisfactory progress in meeting conditions that were imposed at the time of admission
- Maintenance of a 3.0 cumulative grade point average (CGPA)
- Satisfactory progress in meeting program degree requirements

If at the end of a semester, a student's CGPA is below 3.0, the student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the CGPA to a 3.0 or better. Failure to achieve the required CGPA will result in immediate dismissal from the University.

Repeating a Course

Students can repeat up to three graduate courses. However, no graduate course may be repeated more than once. When a course is repeated, both grades will be included in the graduate student's transcript. The higher grade will be used in computing the GPA.

Graduate Grading and Grade Point Average

The following grading scale is used in all graduate coursework at the University:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS PER SEMESTER HOUR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure of either a Pass/Fail or Graded Course</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Grades of I, P, &amp; W do not produce grade points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Grades of I, P, &amp; W do not produce grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Grades of I, P, &amp; W do not produce grade points</td>
</tr>
</tbody>
</table>
Internship and Career Advising

In addition to guidance from the Faculty Advisor, career advising, and job search resources are available to mechanical engineering students through the Jonsson Career Services, UT Dallas Career Center, and Office of Graduate Education.

The above-mentioned offices' aid with interview preparations, resume writing, and tools for conducting an effective job search. Students are encouraged to schedule an appointment with a career advisor before graduating.

Graduation

In the semester a student intends to graduate, there are several important deadlines they must meet and fees that are to be paid. Students should check the Office of Graduate Education website and the University Registrar’s website for these deadlines and fees.

The graduate student has the responsibility to notify the graduate program administrator in mechanical engineering of their intent to graduate and request a graduation audit to ensure all departmental and university requirements have been met at least one semester prior to their expected graduation.

Application for graduation is submitted and processed online. The student must apply for graduation by the posted deadline through their Galaxy account.

In the event the graduating student will miss the thesis/dissertation defense or submission deadlines, students may withdraw their graduation application with the approval of their research advisor. This approval must be obtained and submitted to the graduate program administrator to officially withdraw the graduation application.

Post-Graduation

We encourage alumni to stay in touch with the ME community. We are eager to know about the successes of our alumni after graduation from UT Dallas.

Connect with us on LinkedIn, Instagram, and Facebook.
GRADUATION CHECKLIST

All students:
- Enroll in a graduate-level course at UTD. Students must be registered for at least three credit hours in their final semester.
- Email megrad@utdallas.edu for a final degree audit to ensure that all necessary coursework to graduate has been completed. Your status will need to be changed to “eligible to graduate” in Galaxy/Orion.
- Satisfy all incomplete grades. Check with your program office to be certain any necessary grade change forms have been received by the Records Office.
- Check for any holds that may be on your student account.
- Verify concentration area (subplan) is correct. Email megrad@utdallas.edu if the correct concentration area is not visible in Galaxy.
- Fill out the Application for Graduation online through Galaxy by the deadline listed on the Academic Calendar.
- Check your UT Dallas email regularly. You will receive all correspondence regarding graduation and commencement there.
- Email megrad@utdallas.edu to withdraw the graduation application if you realize you are not going to meet the requirements to graduate.

Master’s Thesis and Doctoral Candidates:
- Refer to the Preparation of Dissertation and Thesis page on The Office of Graduate Education website.
- If following the Priority Deadline: complete all requirements by the posted priority deadlines; request a graduation audit; once made eligible to graduate, apply for graduation; pay $100 fee when billed after Census Day.