Academic Policies and Procedures Handbook

Mechanical Engineering
M.S. and Ph.D. Degrees

August 2017

Department of Mechanical Engineering
University of Wisconsin-Madison
Mechanical Engineering Web Page:
http://www.engr.wisc.edu/me

Graduate School Web Page:
http://www.grad.wisc.edu

Updated August 2017

Cover Images by: Jeff Miller (Fountain & Terrace Chairs) and Samantha Stepp (ME Building)
# A GUIDE FOR MECHANICAL ENGINEERING GRADUATE STUDENTS

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I. INTRODUCTION & PROGRAM OVERVIEW

This handbook is intended for graduate students who are pursuing M.S. and Ph.D. degrees in Mechanical Engineering. The purpose of this handbook is to provide you, as a graduate student in the Department of Mechanical Engineering, with information to facilitate your graduate studies. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Mechanical Engineering administers the Mechanical Engineering program under the authority of the Graduate School. The Graduate School’s Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Mechanical Engineering program faculty. The policies described in this handbook have been approved by the program faculty as a whole. The guide contains a number of items that are not discussed in other University of Wisconsin–Madison publications. Degree and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. Thus, you are urged to read this booklet carefully, both now and as you progress through your degree program. Students may also wish to consult the Graduate School’s Web page https://grad.wisc.edu.

Please be aware that it is up to you and your advisor to put together a coherent sequence of courses that satisfies all of the department and Graduate School requirements.

If you have any questions concerning the information contained in this guide, please stop by the Graduate Student Services Office (Rm. 3182 ME) or call (608) 263-3955 to speak with our staff. We thank you for selecting this university, and especially our department, as the location for obtaining your graduate education. We trust your experience with us will be a rewarding one. Please do not hesitate to contact me if I can be of assistance.

Prof. Jaal B. Ghandhi
Chair of Mechanical Engineering
II. IMPORTANT ADDRESSES

Mechanical Engineering Business Office
Mechanical Engineering Building
Room 3107 1513 University Avenue
Madison, WI 53706-1572, medept@cae.wisc.edu

Department Chair
Professor Jaal B. Ghandhi
3107C Mechanical Engineering Building  Phone: (608) 263-1684
Email: ghandhi@engr.wisc.edu

Department Administrator
Catherine Carter
3107D Mechanical Engineering Building  Phone: (608) 265-2155
Email: clcarter@engr.wisc.edu

Accountant
Carol Sobek
3107 Mechanical Engineering Building
Phone: (608) 890-3032
Email: sobek@engr.wisc.edu

Accountant
Zach Smith
3107 Mechanical Engineering Building
Phone: (608) 890-1090
Email: zach.smith@me.wisc.edu

Research Administrator
Catherine Shults
3107 Mechanical Engineering Building
Phone: (608) 263-5372
Email: cmshults@engr.wisc.edu

Financial Specialist
Shelley Calhoun
3107 Mechanical Engineering Building
Phone: (608) 262-3543
Email: smcalhoun@wisc.edu
purchasing@me.engr.wisc.edu
travel@me.engr.wisc.edu

University Relations Specialist
Brittney Geenen
3107 Mechanical Engineering Building  Phone: (608) 265-8438
Email: geenen@wisc.edu

University Service Program Associate
Alex Holmes
3107 Mechanical Engineering Building  Phone: (608) 262-3543
Email: asholmes2@wisc.edu

Payroll & Benefits
Hong Zhang
3107G Mechanical Engineering Building  Phone: (608) 890-2562
Email: hzhang53@wisc.edu

Graduate Program Coordinator
Sara Hladilek
3182 Mechanical Engineering Building
Phone: (608) 263-1795
Email: shladilek@wisc.edu

Graduate Committee Chair
Professor David Rothamer
127 Engineering Research Building
Phone: (608) 890-2271
Email: rothamer@wisc.edu

i. IMPORTANT WEBSITES
Graduate School: https://grad.wisc.edu/
Mechanical Engineering: http://www.engr.wisc.edu/department/mechanical-engineering/
Mechanical Engineering Forms: https://www.engr.wisc.edu/department/mechanical-engineering/contact/forms/
Mechanical Engineering Information Guide: https://sites.google.com/a/wisc.edu/fyi-guide-for-graduate-students/
ii. FOR ASSISTANCE WITH PROBLEMS & EMERGENCIES

- CoE Counseling Service: David Lacocque, 333 East Campus Mall. To schedule an appointment call (608) 265-5600. This is also the After Hours Crisis number.
- University Counseling Service, 333 East Campus Mall, 7th floor, (608) 265-5600; 8:30 am–5:00 pm, Monday–Friday
- Dean of Students Office, 75 Bascom Hall, (608) 264-5700, 7:30 am–5:00 pm, Monday–Friday
- Acute Psychiatric Service, (608) 265-5600, 8:00 am–4:30 pm, Monday–Friday ext. 2 (during business hours) ext. 9 (after hours)
- Dane County Mental Health Center’s Emergency Lines, 24 hours daily, (608) 280-2600
- Madison Police and Medical Emergency: 911 (Public telephones only), Non-Emergency number: (608) 266-4275
- University Police Emergency: 911, Non-Emergency number: (608) 264-COPS (2677)
III. NEW GRADUATE STUDENT CHECKLIST: WHAT DO I DO NOW?
Adapted from http://grad.wisc.edu/newstudents/checklist/

i. VISIT THE GRADUATE STUDENT SERVICES OFFICE
Visit the Graduate Student Services Office (Room 3182 ME) and meet your graduate program coordinator. Although the Graduate Student Services Office is there to assist you, it is your responsibility to be aware of graduate policies and deadlines.

ii. ACTIVATE YOUR NETID
You will need your NetID and password to access the My-UW portal at my.wisc.edu. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the My-UW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the DoIT Help Desk at (608) 264-HELP(4357).

iii. IF YOU HAVEN’T ALREADY DONE SO, ENROLL FOR CLASSES!
Students enroll via the Web at my.wisc.edu. You will need your NetID and password to access the My-UW portal. (See Activate your NetID for more information). You can enroll at any time after your Enrollment Appointment Time until each session’s class-add deadline. You can find your enrollment time in your Student Center at my.wisc.edu. To enroll after the add period for a course, you will need department and/or dean’s permission. You will not be able to obtain your Student ID card until you enroll.

iv. PAY YOUR TUITION/FEES
Check your student account invoice for amount due and payment deadlines. Pay your fees and tuition, if applicable, at the Bursar’s Office (http://www.bussvc.wisc.edu/bursar/bursar.html). The offices are located at 333 East Campus Mall #10501. If you do not receive an invoice, contact the Bursar’s Office at (608) 262-3611. Failure to receive an invoice will not be accepted as a reason for failure to comply with payment deadlines.

v. GET YOUR UW PHOTO ID CARD
Get your UW ID card - Wiscard - at the Wiscard Office (http://www.wiscard.wisc.edu/contact.html) in Union South, 1308 W Dayton Street, Rm. 149 M-F 8:30 am – 5:00 pm. You must be enrolled and have valid identification (such as a valid driver's license, passport, or state ID) to get your photo ID. Prerequisite: You must be enrolled.

vi. LOCATE YOUR WISCMAIL ACCOUNT
Once you have activated your NetID, log on to my.wisc.edu. WiscMail is UW-Madison's centrally supported email service. It provides email to all faculty, staff and students via the My-UW portal on the Web or through a local email client. WiscMail has valuable features, including IMAP folders, secure login, Web access, virus scanning, spam filtering and much more. The Registrar, Bursar, Deans and the Graduate School only use WiscMail to correspond with students. Prerequisite: You must be enrolled.

vii. MODIFY YOUR NET ID ACCOUNT
To begin, log into the NetID Account Modification tool at https://www.mynetid.wisc.edu/modify. The account modification tool allows you to activate missing services, reset your password, change your account recovery questions, and change your preference to forward your WiscMail to a work or personal email address used frequently. Prerequisite: You must be enrolled.

viii. ACTIVATE YOUR CAE ACCOUNT
CAE accounts are automatically established for all engineering students from their current registration information, and they allow for a variety of services at no charge to the student. Your CAE account will give you access to the many computing resources in the College of Engineering including the CAE Windows workstations, the CAE Linux workstations, and access to software. Your CAE account is available as long as you are enrolled in an engineering course, until your graduation. You can activate your account at this address: http://www.cae.wisc.edu by clicking the “Activate your CAE account” link or by emailing the CAE Helpdesk at: helpdesk@cae.wisc.edu. Prerequisite: You
must have had your University picture ID for about a week.

ix. VERIFY YOUR MAILING ADDRESS & PHONE NUMBER
To update your mailing address and phone number, go to my.wisc.edu. To update your information, you must know your NetID and password. If you are unsure about your NetID and password, contact the DoIT Help Desk at (608) 264-HELP (4357). To update your address before you enroll, contact the Graduate Admissions Office at (608) 262-2433.

x. PICK UP YOUR FREE MADISON METRO BUS PASS
As a UW student, you can pick up a bus pass at no charge from the Student Activity Center at 333 East Campus Mall at the beginning of the fall and spring semesters. Visit the ASM website for more information on their services. Be sure to have your UW ID with you. Prerequisite: You must be enrolled.

xi. COMPLETE THE ONLINE SEXUAL VIOLENCE PREVENTION PROGRAM
This is required for all new graduate and students. The course will be activated in late summer and graduate students will be officially notified of their responsibility to complete the training at that time.

xii. AFFECTING SOME NEW STUDENTS:
a. If you are an international student here on a student scholar or visa:
You must check in with International Student Services (http://iss.wisc.edu/) immediately upon arrival. ISS is located in the Red Gym at 716 Langdon Street Rm. 217.

b. If you are an international student:
Only F-1 and J-1 students employed on campus are eligible for a Social Security number. If you are eligible, find out how to sign up for a Social Security number and get answers to your tax questions by visiting the Office of Human Resources Payroll and Benefits Services website.

c. If you are required to take the ESLAT (English as a Second Language Assessment Test):
There are multiple opportunities to take this test. For schedule and location information, visit the UW-Madison Program in English as a Second Language, phone: (608) 263-3780, website. Students must bring their student identification number and a photo ID (such as passport or UW Student identification card). To register for a test, contact Graduate Student Services and provide your full name, campus ID, exam date, and wisc email address.

d. If you have been notified that you will receive financial aid (this is not referring to assistantship awards):
Your financial aid award will automatically be applied to your student account to pay tuition and fees. The Bursar's Office will send any remaining amount in the form of a check to your mailing address. Make sure your mailing address is up-to-date! You can also have an ACH transaction deposited directly to your bank account. Contact the Bursar's Office at (608) 262-3611 with questions. More information can be found on their website. If you received a financial award that included remission of tuition (unless the award was a fellowship), you are still responsible to pay segregated fees by the tuition due date.

e. If you are a new graduate assistant:
Get information on your benefits package at the Office of Human Resources website. Prior to your start date, you must check in with the ME Payroll & Benefits Coordinator and submit the necessary documents available online.

f. If you did not previously submit final transcripts:
Bring requested final transcript(s) to the Graduate School located in Bascom Hall at 500 Lincoln Drive Rm. 228. If you do not submit final transcripts by the third week of classes, you will not be able to register for future semesters until you do so. This is not required for students who completed their undergraduate degree at UW-Madison.
### IV. GENERAL INFORMATION FOR GRADUATE STUDENTS

**i. IMPORTANT DATES**
Each semester, you can find a copy of the Academic Calendar, as well as important deadlines (Deadlines at a Glance) through the wisc.edu homepage. The Graduate Student Services Office will e-mail students at the beginning of each semester to remind students of the deadlines. *However, as a student, it is YOUR responsibility to be aware of and meet all deadlines.*

The Academic Calendar can be found at: [https://secfac.wisc.edu/academic-calendar/](https://secfac.wisc.edu/academic-calendar/)

You can find each semester’s Deadlines at a Glance in the left column of the Office of the Registrar’s website: [http://www.registrar.wisc.edu/](http://www.registrar.wisc.edu/)

**ii. FORMS**
General university forms are available online at: [https://grad.wisc.edu/acadpolicy/](https://grad.wisc.edu/acadpolicy/) and [http://www.registrar.wisc.edu/student_forms.htm](http://www.registrar.wisc.edu/student_forms.htm). TA/Grader application forms and all other MS and PhD forms are online at: [ME Forms](http://www.registrar.wisc.edu/student_forms.htm).

**iii. UNIVERSITY ACTIVITIES**
As a student, you are entitled to student rates at athletic events, musical performances and plays sponsored by the university. Visit the online events calendar at [http://www.today.wisc.edu](http://www.today.wisc.edu).
V. CAMPUS & COLLEGE RESOURCES

i. CAMPUS INFORMATION CENTER
The Campus and Visitor Relations Center is located at Union South Suite 329, 1308 W. Dayton St. Telephone number: (608) 263-2400. This center maintains lists of available off-campus housing and provides general information on academic and non-academic topics that may be of interest to students.

ii. WENDT COMMONS LIBRARY
The Wendt Library is part of “Wendt Commons”. Location: 215 N. Randall Avenue. Website: http://wendt.engr.wisc.edu/. Wendt Commons Library connects students and researchers to high quality information and user-centered services anytime, anywhere. Resources include books (both in print and electronic), journals, and government documents. Services include article and book delivery, citation management, and new publication alerts. Website: http://wendt.library.wisc.edu/. For engineering librarian support email askwendt@library.wisc.edu or call the engineering librarian team at (608) 262-0696.

iii. WRITING CENTER
The UW Writing Center (http://writing.wisc.edu/) provides free face-to-face and online consultations which focus on a number of different writing scenarios (i.e., drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers. Instead, their goal is to teach students to edit and proofread in order to become better, more confident writers. Telephone: (608) 263-1992. Location: 6171 Helen C. White Hall.

iv. ENGINEERING CAREER SERVICES
Engineering Career Services (https://ecs.engr.wisc.edu/public/index.php) provides lifetime tools for successful career development in a rapidly changing world. ECS helps students in preparing for internships and co-ops, as well as, job searches (resume & cover letter writing, listing of potential employers, etc.), practicing interviewing skills (mock interviews, sample interview questions), and other important career information such as negotiating job offers and salaries. Students can become lifetime members of ECS by registering and paying a one-time $20 fee.

The staff at ECS teaches a course called Career Orientation (listed as PRO OR 200 under Professional Orientation). The course generally meets one time per week and is worth one credit. Students gain exposure to the world of work and valuable knowledge and skills related to the job search.

Contact Person: Julie Rae, Assistant Director for Graduate Student Career Services, Telephone: (608) 262-3471, email: ecs@engr.wisc.edu
Location: 1150 Engineering Hall, 1415 Engineering Drive, Madison, WI 53706

v. McBURNEY DISABILITY RESOURCE CENTER
Students who have a documented disability, or suspect that they may have an undiagnosed disability, are encouraged to contact the McBurney Disability Resource Center (http://www.mcburney.wisc.edu/) to inquire about obtaining academic accommodations. The McBurney Center provides academic accommodations such as: adaptive/assistive technology access, assistive listening devices, document conversion, elevator keys, ASL interpreting, note taking support, testing accommodations, and reduced credit load recommendations to name a few. Students must provide documentation and be registered with the McBurney Center to receive a Verified Individualized Services & Accommodations (VISA) form needed to receive accommodations. Telephone: (608) 263-2741, Text: 608-225-7956, Location: 702 W. Johnson St. Suite 2104.
VI. DEPARTMENT SERVICES

i. COMPUTER USAGE
All registered engineering students may use the Computer-Aided Engineering (CAE) computer facilities located in the CAE Center, 1410 Engineering Drive, across the street from Engineering Hall. CAE users can access various computers at this location and at a number of CAE computer labs across the engineering campus. The CAE consultant’s office is located in Rm. 116, 1410 Engineering Drive, telephone: (608) 262-5349, email: helpdesk@cae.wisc.edu.

ii. PHOTOCOPYING
Photocopying on the department copy machines is NOT permitted for personal purposes, including for courses being taken by the student. If photocopying is required for your research project, see your advisor for an access code number. Teaching assistants will be given an access code number for the copier by the department administrator.

iii. TELEPHONES
Student access to university telephone services is limited to internal university and local calls. University-related (research, teaching, extension) long distance calls may be made on the telephone of your advisor with his/her permission. When making an internal university call or a local call, first dial “9” followed by the 7-digit phone-number.

iv. MAILBOXES
You are assigned a shared mailbox for department notices and messages, campus mail and U.S. mail. The mailboxes are located in Rm. 1137 ME, on the first floor and are listed in alphabetical order. There is one letter for each letter of the alphabet and mail is sorted by last name.

Because of increasing demands on space and staff time, you are to have all personal mail, periodicals and newspapers delivered elsewhere. The staff will NOT distribute your personal mail. The correct address for your mailbox is your name plus:

[Name]
Department of Mechanical Engineering
University of Wisconsin–Madison
1513 University Avenue
Madison, WI 53706-1572

v. PARKING PERMIT
Graduate students may purchase university parking permits for their automobiles for Area Lot 60 or for Lot 83. There is frequent campus bus service between both lots and the engineering campus. Students with no employment should apply directly to Transportation Services. In view of the restricted parking options on campus and the fact that all students are entitled to a free bus pass, students are encouraged to consider parking off campus near a bus stop and riding the bus into campus.

Teaching Assistants or Research Assistants may also apply for a permit to Lot 17. Email your request to David Downing, djdowning@wisc.edu, along with your student ID number.

vi. HEALTH INSURANCE
Health care is available at the University Health Service (UHS) for all UW-Madison students. (See www.uhs.wisc.edu for details on the coverage offered.) Hospitalization and emergency room services are not included in UHS benefits. Health insurance covering hospitalization and emergency services is strongly recommended. Information concerning group health insurance, which is available to those holding at least a 33.3% appointment as a graduate RA, grad Fellow or TA, may be obtained from the ME Payroll & Benefits Coordinator. Unsupported graduate students are not eligible for insurance offered to RAs and TAs. Unsupported students may contact the Wisconsin Student Association for health insurance information.

vii. DESK ASSIGNMENT, KEYS, & BUILDING PERMITS
As a research assistant (RA) or teaching assistant (TA), requests for a desk are made to your advisor or supervising professor.

Keys for offices or laboratories in the ME Building can be obtained by submitting an online key request form available on the ME Forms website. Once the request is approved by your advisor, you will receive an email notifying you to
come to the ME office with your ID to pick up your keys.

Campus ID cards serve as the key for the outside doors of all College of Engineering building. Access is automatically granted to all enrolled students in the College of Engineering. Students located in the Engineering Research Building (ERB) or Engineering Hall (EH) obtain key and building permit forms through their advisor.
VII. FUNDING AND FINANCIAL INFORMATION

Graduate students earn a monthly stipend when they hold a research assistant (RA) or teaching assistant (TA) appointment. In addition, there are various fellowships for which graduate students may apply. Note that students in the MS Automotive Engineering named option are not eligible for TA, RA, and PA positions.

i. RESEARCH ASSISTANTSHIPS

Research assistant (RA) appointments are made by the department chair in consultation with individual professors according to their needs and the availability of funding for their research projects. The level of funding varies based on appointment percentage with the rate dependent on whether or not the student has obtained dissertator status. New projects may start at any time of the year. Thus, prospective students should contact the professors who have research related to their interests to determine RA position availability.

Graduate students with RA appointments must check in with the ME Payroll & Benefits Coordinator prior to their start date and submit the necessary documents available online at https://www.ohr.wisc.edu/benefits/new-emp/. Your stipend will be paid on or before the first day of the month following your appointment begin date, and each month thereafter. Research assistants do not accrue paid vacation or sick leave. Arrangements for leave are made through your advisor. See section v. PARENTAL LEAVE POLICY for information related to parental leave. See section XII. ENROLLMENT for information on enrollment requirements for RA appointments.

ii. TEACHING ASSISTANTSHIPS

Teaching assistant (TA) appointments are made by the department chair. To apply for a TA position, submit an online application on the Mechanical Engineering graduate student webpage: ME Forms. Please be certain to describe any prior teaching experience and classes you would be a good candidate to teach.

UW System policy requires non-native English speakers to demonstrate proficiency in spoken English before they are assigned classroom duties as a TA. For information on spoken English requirements see: https://english.wisc.edu/esl/speak.htm. There are enrollment minimums for TAs, available on the Graduate School website: https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements.

The department has adopted the College’s policy on the continuous improvement of teaching assistants. New TAs are required to attend New Educator’s Orientation (NEO) training organized by the College of Engineering held during the week before the first semester they teach. Information on NEO training can be found on the CEETE webpage: http://ceete.engr.wisc.edu/ta-training/

If you have any questions about Teaching Assistantships, stop by the ME office for help.

iii. FELLOWSHIPS

University fellowships are awarded to graduate students by the university and/or department from funds controlled by The Graduate School, college, or department. Most fellowships are equivalent to an RA, but some are less and may be used to supplement an RA stipend. Some, but not all, fellowships are limited to U.S. students. Departmental fellowships are typically awarded in the spring semester for the subsequent academic year. Graduate fellowships are also awarded by organizations outside the university. Graduate students should consult with their advisor about fellowship opportunities. Check with your advisor and online (http://grad.wisc.edu/studentfunding/currentstudents).

iv. REMISSION OF TUITION

Students must have a research assistant appointment, teaching assistant appointment, program assistant appointment, or a combination thereof, equaling at least 33.3% for the length of the fall or spring term to be eligible for full tuition remission for that term. Please note, students who receive tuition remission are still required to pay segregated fees by the tuition due date. If the student has had a qualifying appointment in the spring semester it automatically carries over for the summer session but the student must be enrolled for 2 credits, 3 credits if they are a dissertator.

v. PARENTAL LEAVE POLICY

The Department of Mechanical Engineering and the College of Engineering (CoE) are fully committed to providing a supportive climate for women and their partners who choose to have children during their graduate studies. The parental leave policy reduces academic and financial hardships for a) female graduate students during the late stages of their pregnancy, childbirth, and postpartum periods, and b) any graduate student who is a new parent providing care for his/her infant. For more information visit: https://sites.google.com/a/wisc.edu/graduate-parental-leave/.
VIII. ADVISING

i. ADVISOR / ADVISEE ROLES
a. Advisor:
The advisor serves a dual role; first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of their degree milestones. The advisor must be a Graduate Faculty from the student’s program. Advisors may often play a role in tracking the student’s progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and other opportunities.

b. Advisee:
The advisee is expected to follow the academic traditions of their advisor. Since the advisor's role and expectations can vary, students should discuss roles and expectations with their advisor or with prospective advisors.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

ii. ADVISOR SELECTION
Per Graduate School policy, each graduate student must have a faculty advisor who assists the student in planning a course sequence that meets degree requirements, and who will discuss career objectives with the student. The responsibility for finding an advisor is solely that of the student.

The advisor should be a faculty member whose expertise and project/research interests match closely with those that the student intends to acquire. Students are encouraged to view faculty profiles on the department website and view individual faculty website when searching for potential advisors. They should also visit with the professors in their interest area to discuss whether or not the faculty member would be willing to serve as their advisor. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are often accepted except in cases where the faculty member judges that a different advisor would serve the student's needs better. For more information see the Advisor policy from the Graduate School, grad.wisc.edu/acadpolicy/#advisor. Once you have secured an advisor, please contact the ME Graduate Coordinator to let them know who will serve as your advisor.

A student who later decides that a different faculty advisor would be preferable should discuss this with the current advisor and then feel free to seek the change. Selection of an advisor, or a change of advisors, should be based on the faculty member's ability to guide the student expertly into the chosen area of interest/research. When a student has selected, or changed advisors, please contact the ME Graduate Coordinator to let them know who will serve as your advisor.

Students may see their official advisor listed in MyUW. The official advisor is entered in the Student Information System (SIS) by the graduate program coordinator.

iii. ADDITIONAL ADVISING CONTACTS
Students should always reference the program’s website, this Handbook, the Graduate School’s website (grad.wisc.edu), and the Graduate School’s Academic Policies and Procedures (grad.wisc.edu/acadpolicy/) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact the ME Graduate Coordinator. The Graduate Coordinator can help answer questions with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.
IX. MASTER OF SCIENCE (MS) DEGREE REQUIREMENTS

i. COURSE AND GRADE REQUIREMENTS
   a. THESIS OPTION:

   1. Total of 30 credits, at least 18 formal course credits (minimum of 9 formal course credits in ME taken at UW-Madison), at least one of these courses must be numbered 700 or higher (see 3. below for more details), at least 9 thesis credits (ME 790), and an oral examination on the thesis. Master’s Thesis Guidelines can be found at https://grad.wisc.edu/currentstudents/mastersthesis/.

   2. A GPA of at least 3.0 based on all formal course credits attempted applicable to the degree credit requirement, and a GPA of at least 3.0 in ME formal courses. Credits with a grade of “D” or “F” cannot be used to satisfy requirements. Acceptable formal courses are those numbered 400 and above. Certain 300-level courses outside of Mechanical Engineering are also accepted (a list of these courses is maintained at the ME Graduate Student Website).

   3. The MS program must include at least one formal course numbered 700 or higher (excluding ME 964 courses unless specifically approved) taken as a graduate student at UW-Madison. These are advanced courses referred to as 700-level courses. A limited selection of courses, with course numbers less than 700 in other departments, have been approved to satisfy this 700-level requirement (a list of approved courses including approved ME 964 courses is available on the ME Graduate Student Website).

   4. Minimum Graduate Coursework (50%) Requirement: 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes, but is not limited to, graduate thesis/research, independent study, and practicum/internship credits). Classes that satisfy this requirement include:
      
      - Courses numbered 700 and above
      - Courses in Mechanical Engineering that are numbered 500 and above (except for the following course numbers: ME 525, CS/ECE/ME 532, CS/ECE/ME539, ME 565, ME 567, ME 601, and ME 603)
      - Courses in other Departments that count towards the Minimum Graduate Coursework (50%) Requirement as indicated in the online course guide

   5. Transfer students may transfer a maximum of 9 formal course credits with advisor approval. Transferred courses must be ones for which graduate credit was awarded at the outside institution.

   6. With faculty advisor approval, graduate students who obtained their undergraduate degree in the Department of Mechanical Engineering at UW-Madison may include up to 7 credits (numbered 400 or above) earned from that degree toward their graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are from courses numbered 700 or above. The form for approval of these credits is available at the ME Forms website.

   7. Students are required to take ME 903-Graduate Seminar the first two semesters in residence at UW-Madison. All off-campus, part-time, or outreach students will be exempt from taking ME 903 until they are on campus. Exemptions for other circumstances are considered on a case-by-case basis.

   8. Students must be enrolled for the semester in which they will graduate.
b. **COURSE OPTION:**

1. Total of 30 credits, at least 24 formal course credits (minimum of 15 formal course credits in ME taken at UW-Madison), at least one of these courses must be numbered 700 or higher (see 3. below for more details). A minimum of 3 credits of independent study (ME 699) taken at UW-Madison with an ME faculty advisor are required.

2. A GPA of at least 3.0 based on all formal course credits attempted applicable to the degree credit requirement, and a GPA of at least 3.0 in ME formal courses. Credits with a grade of “D” or “F” cannot be used to satisfy requirements. Acceptable formal courses are those numbered 400 and above. Certain 300-level courses outside of Mechanical Engineering are also accepted (a list of these courses is maintained at the ME Graduate Student Website).

3. The MS program must include at least one formal course numbered 700 or higher (excluding ME 964 courses unless specifically approved) taken as a graduate student at UW-Madison. These are advanced courses referred to as 700-level courses. A limited selection of courses, with course numbers less than 700 in other departments, have been approved to satisfy this 700-level requirement (a list of approved courses including approved ME 964 courses is available on the ME Graduate Student Website).

4. Minimum Graduate Coursework (50%) Requirement: 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes, but is not limited to, graduate thesis/research, independent study, and practicum/internship credits). Classes that satisfy this requirement include:
   - Courses numbered 700 and above
   - Courses in Mechanical Engineering that are numbered 500 and above (except for the following course numbers: ME 525, CS/ECE/ME 532, CS/ECE/ME539, ME 565, ME 567, ME 601, and ME 603)
   - Courses in other Departments that count towards the Minimum Graduate Coursework (50%) Requirement as indicated in the online course guide

5. Transfer students may transfer a maximum of 12 formal course credits with faculty advisor approval. Transferred courses must be courses for which graduate credit was awarded at the outside institution.

6. With faculty advisor approval, graduate students who obtained their undergraduate degree in the Department of Mechanical Engineering at UW-Madison may include up to 7 credits (numbered 400 or above) earned from that degree toward their minimum graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are from courses numbered 700 or above. The form for approval of these credits is available at the ME Forms website or from the student services office.

7. Students are required to take ME 903-Graduate Seminar the first two semesters in residence at UW-Madison. All off-campus, part-time, or outreach students will be exempt from taking ME 903 until they are on campus. Exemptions for other circumstances are considered on a case-by-case basis.

8. Students must be enrolled for the semester in which they will graduate.
c. **AUTOMOTIVE ENGINEERING NAMED OPTION:**

1. Total of 30 credits, at least 24 formal course credits (minimum of 15 formal course credits in ME taken at UW-Madison), at least one of these courses must be numbered 700 or higher (see 3. below for more details). A minimum of 6 credits of guided independent study (ME 699) taken at UW-Madison during the summer with an ME faculty advisor are required.

2. A GPA of at least 3.0 based on all formal course credits attempted applicable to the degree credit requirement, and a GPA of at least 3.0 in ME formal courses. Credits with a grade of “D” or “F” cannot be used to satisfy requirements.

3. Automotive Engineering Named Option specific course requirement – 4 courses from the list below must be taken as part of the degree program
   - ME 469 (3 credits, Fall): Internal Combustion Engines
   - ME 561 (3 credits, Fall): Intermediate Thermodynamics
   - ME 569 (3 credits, Fall): Applied Combustion
   - ME 572 (3 credits, Fall): Intermediate Gas Dynamics
   - ME 573 (3 credits, Fall): Computational Fluid Dynamics
   - ME 761 (3 credits, Fall – odd years): Topics in Thermodynamics
   - ME 764 (3 credits, Fall – even years): Advanced Heat Transfer – Conduction
   - ME 770 (3 credits, Fall – even years): Advanced Experimental Instrumentation
   - ME 775 (3 credits, Fall): Turbulent Heat and Momentum Transfer
   - ME 461 (3 credits, Spring): Thermal Systems Modeling
   - ME 466 (3 credits, Spring): Air Pollution Effects, Measurements and Control
   - ME 563 (3 credits, Spring): Intermediate Fluid Dynamics
   - ME 564 (3 credits, Spring): Heat Transfer
   - ME 769 (3 credits, Spring – odd years): Combustion Processes (odd years)
   - ME 774 (3 credits, Spring – even years): Chemical Kinetics of Combustion Systems (even years)

The time offered given in the listings above is based on typical course offerings and may vary. Acceptable courses for the remaining course credits are those numbered 400 and above. Certain 300-level courses outside of Mechanical Engineering are also accepted (a list of these courses is maintained on the [ME Graduate Student Website](#)).

During the summer term, students are required to enroll in 6 credits of ME 699 for the following:
   - Engine Testing Practicum (3 credits)
   - Engine Computational Fluid Dynamics Practicum (3 credits).

4. The MS program must include at least one formal course numbered 700 of higher (excluding ME 964 courses unless specifically approved), these are advanced courses referred to as 700-level courses, taken as a grad student at UW-Madison. A limited selection of courses, with course numbers less than 700 in other departments, have been approved to satisfy this 700-level requirement (a list of approved courses including approved ME 964 courses is available at the [ME Graduate Student Website](#)).

5. Minimum Graduate Coursework (50%) Requirement: 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes, but is not limited to, graduate thesis/research, independent study, and practicum/internship credits). Classes that satisfy this requirement include:
   - Courses numbered 700 or higher
• Courses in Mechanical Engineering that are numbered 500 and above, except for the following course numbers: ME 525, CS/ECE/ME 532, CS/ECE/ME539, ME 565, ME 567, ME 601, and ME 603
• Courses in other Departments that count towards the Minimum Graduate Coursework (50%) Requirement as indicated in the online course guide

6. Transfer students may transfer a maximum of 12 formal course credits with faculty advisor approval. Transferred courses must be courses for which graduate credit was awarded at the outside institution.

7. With faculty advisor approval, graduate students who obtained their undergraduate degree in the Department of Mechanical Engineering at UW-Madison may include up to 7 credits (numbered 400 or above) earned from that degree toward their minimum graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are from courses numbered 700 or above. The form for approval of these credits is available at the ME Forms website or from the student services office.

8. Students are required to take ME 903-Graduate Seminar the first two semesters in residence at UW-Madison. All off-campus, part-time, or outreach students will be exempt from taking ME 903 until they are on campus. Exemptions for other circumstances are considered on a case-by-case basis.

9. Students must be enrolled for the semester in which they will graduate.

10. Students in the Automotive Engineering named option must remain in the program for two semesters before being able to add or change programs. During and after the 2nd semester they can make add or change program requests with the approval of the Faculty who will serve as their advisor in the new program. If approved, a change program request goes into effect the next semester the student is enrolled. If approved, an add program request goes into effect the term after completion or discontinuation of the Automotive Engineering named option MS program.

11. Suggested Course Credit Enrollment Plan (Students must maintain fulltime enrollment):
   - Fall Semester – 12 credits
   - Spring Semester – 12 credits
   - Summer Session – 6 credits

ii. CREDITS TAKEN AS A UNIVERSITY SPECIAL STUDENT (Applies to all options):
Students are encouraged to enter a graduate program as early as possible and not to "try out" the program as University Special students. Officially entering the program allows the student to receive appropriate advising and be fully integrated into the program structure. If University Special student credits are accepted by a program to fulfill program requirements, it is done on a case-by-case basis and must be approved by the program. The number of credits that may transfer from a UW-Madison University Special student career to a UW-Madison graduate career is limited to no more than fifteen credits numbered 400 or above.

Students using courses taken as a UW-Madison University Special student to count toward the minimum graduate degree, residence, or minor credit requirements have to pay the difference in tuition between graduate and University Special student tuition for the terms in question (already a historically established practice for the minimum graduate residence requirement). Those credits earned in such a semester still appear in the transcript history as "University Special" student, but the Registrar's Office adds a statement in the beginning of the transcript "All credits taken in [term] as a University Special student have been accepted by the Graduate School toward a degree program" after the student has paid the difference in tuition.

iii. LEARNING OUTCOMES (LEARNING GOALS)
Learning outcomes are the anticipated knowledge, skills, and values expected to be acquired by all students completing their Master’s degree.

1. Demonstrate a strong understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.

4. Recognize and apply principles of ethical and professional conduct.

iv. THESIS & FINAL EXAMINATION (for Thesis Students only)

1. A final thesis defense must be presented to a thesis committee of at least three members (but no more than five) consisting of the student’s advisor who is the committee chair (who must be a member of the ME faculty), one other graduate faculty or former graduate faculty up to one year after resignation or retirement, and one of the following: a third graduate faculty member, a retired faculty member with emeritus status, or a UW-Madison research scientist with principal investigator status who has been approved by the ME executive committee.

   - Graduate faculty hold the title of professor, associate professor, or assistant professor as listed in the UW-Madison directory (http://www.wisc.edu/directories/).
   - To determine if a retired faculty member has emeritus status check the UW-Madison directory (http://www.wisc.edu/directories/), if the person is listed in the directory with the title emeritus, then they have emeritus status.
   - To check if a research scientist has PI status check with your faculty advisor or with the ME department office. To determine if someone is a research scientist check their title in the UW-Madison directory (http://www.wisc.edu/directories/).
   - To have a research scientist approved to serve on committees have them submit their current curriculum vitae to the graduate committee chair or to the Graduate Student Services Office for approval by the department executive committee.
   - Committee members beyond the 3rd member must conform to the list on the graduate school’s website (https://grad.wisc.edu/acadpolicy/#committees), and must be approved by the student’s advisor.

2. Students must submit the final-draft copy of their thesis to the examination committee at least one week prior to the exam.

3. The final version of your thesis must be dropped off in Rm. B137 of Memorial Library located at 728 State Street before the degree deadline. You should have a title page and an approval page created for your Advisor’s signature and the date. Note that if you miss the deadline, you will be responsible for tuition and fees for an additional semester.

v. MS DEGREE FINAL CHECKLIST

At least four weeks prior to the oral examination (MS thesis students) or to completion of the final class (MS course and named option students), you must complete and return the correct Warrant Request form (available at the ME Forms website). The request form and an unofficial transcript is submitted to the Graduate Student Services Office. The request then is reviewed and processed by the Graduate School and returned to the Graduate Student Services Office. You will receive an email notifying you when your warrant is in your folder.

Pick up your warrant from the Graduate Student Services Office when you are finishing up classes or doing your defense. Obtain all the indicated signatures and make sure all the dates are filled in.

This warrant must be signed, dated, and returned to the Graduate Student Services Office by the degree deadline in order to receive your degree. To check degree deadlines please visit http://grad.wisc.edu/currentstudents/degreedeadlines/.
X. PHD DEGREE REQUIREMENTS

i. SUMMARY OF STEPS TOWARD A PHD IN MECHANICAL ENGINEERING

1. Admission to the Department of Mechanical Engineering Graduate Program.
2. Approval by the ME Qualifying Committee.
3. Approval of course program by the ME Graduate Committee and ME Departmental Committee.
4. Approval by the Mechanical Engineering Preliminary Examination Committee.
5. Approval of dissertation and final examination.

ii. COURSE AND GRADE REQUIREMENTS

1. A minimum of 42 formal course credits beyond the BS degree. This includes a minimum of five courses numbered 700 or higher (excluding ME 964 courses unless specifically approved). These are advanced courses referred to as 700-level courses. Four of the five 700-level courses must be taken at UW-Madison. A minimum of two 700-level courses must be in Mechanical Engineering at UW-Madison. A limited selection of courses, with course numbers less than 700 in other departments, have been approved to satisfy this 700-level requirement (a list of approved courses including approved ME 964 courses is available at the ME Graduate Student Website). Acceptable courses for the remainder of the required 42 formal course credits (this total includes the courses taken for the PhD minor requirement) are those numbered 400 and above. Certain 300-level courses outside of Mechanical Engineering are also allowed (a list of these courses is maintained at the ME Graduate Student Website). Check with the Graduate Program Coordinator if you have questions.

2. Minor requirements (also see the Graduate School Academic Policies and Procedures website):
   
   **Minor Option A** (external) Requirements for external minor are defined by the department of that minor. Selection of this option requires the approval of the minor by the department.
   
   **Minor Option B** (distributed) requires a minimum of 12 formal course credits. The coursework should form a coherent group of courses for which graduate credit is allowed (see requirement 1). The approval of the advisor and the graduate and departmental committees is required.

3. The minimum required PhD GPA is a 3.25; however, students meeting the minimum requirements in all areas are not guaranteed approval of their programs. Programs with less than a 3.5 GPA will be scrutinized closely.

4. At least 18 thesis credits (ME 790, ME 890, ME 990) are required with an overall grade of S. Thesis credits must be from the Department of Mechanical Engineering, except in the case of an approved co-advisor, credit then can be obtained through the co-advisor's department. Pre-dissertators should enroll in ME 890 and dissertators in ME 990.

5. Transfer students may transfer a maximum of 24 formal course credits with advisor and departmental approval. Transferred courses must be ones for which graduate credit was awarded at the outside institution. Forms for transferring courses are available at the ME Forms website.

6. With faculty advisor approval, graduate students who obtained their undergraduate degree in the Department of Mechanical Engineering at UW-Madison may include up to 7 credits (numbered 400 or above) earned from that degree toward their graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are from courses numbered 700 or above. The form for approval of these credits is available at the ME Forms website or from the Graduate Student Services Office.

7. Students are encouraged to enter a graduate program as early as possible and not to "try out" the program as University Special students. Officially entering the program allows the student to receive appropriate advising and be fully integrated into the program structure. If University Special student credits are accepted by a program to fulfill program requirements, it is done on a case-by-case basis and must be approved by the program. The number of credits that may transfer from a UW-Madison University Special student career to a UW-Madison graduate career is limited to no more than fifteen credits numbered 400 or above.
Students using courses taken as a UW-Madison University Special student to count toward the minimum graduate degree, residence, or minor credit requirements have to pay the difference in tuition between graduate and University Special student tuition for the terms in question (already a historically established practice for the minimum graduate residence requirement). Those credits earned in such a semester still appear in the transcript history as "University Special" student, but the Registrar's Office adds a statement in the beginning of the transcript "All credits taken in [term] as a University Special student have been accepted by the Graduate School toward a degree program" after the student has paid the difference in tuition.

8. Students are required to take ME 903-Graduate Seminar the first two semesters in residence at UW-Madison. If an MS degree is received at UW-Madison and ME 903 has already been taken twice, this requirement is fulfilled and it is not required to take ME 903 again. Off-campus, part-time, or outreach students will be exempt from taking ME 903 until they are on campus. Exemption is on a case-by-case basis.

9. Students must be enrolled for the semester in which they will graduate.

iii. LEARNING OUTCOMES (LEARNING GOALS)
Learning outcomes are the anticipated knowledge, skills, and values expected to be acquired by all students completing their PhD degree.

1. Demonstrate an extraordinary, deep understanding of mathematical, scientific, and engineering principles in the field.
2. Demonstrate an ability to formulate, analyze, and independently solve advanced engineering problems.
3. Apply the relevant scientific and technological advancements, techniques, and engineering tools to address these problems.
4. Recognize and apply principles of ethical and professional conduct.
5. Demonstrate an ability to synthesize knowledge from a subset of the biological, physical, and/or social sciences to help frame problems critical to the future of their discipline.
6. Demonstrate an ability to conduct original research and communicate it to their peers.

iv. QUALIFYING FOR THE PHD PROGRAM (New Format Effective September 6, 2017)
Students wanting to continue graduate study toward their PhD degree in the Department of Mechanical Engineering must take the PhD qualifying examination. The written portion of the exam is offered once each semester. Students are allowed a maximum of two opportunities to take the qualifying examination. The objectives of this exam are to:

   • Ensure a standard of excellence associated with the degree of PhD in Mechanical Engineering from the University of Wisconsin-Madison.
   • Ensure that the applicant has basic competency in the technical material related to the student’s intended research program.
   • Offer a growth experience for the student, i.e., an opportunity to synthesize knowledge across a broader range than generally done in any class.

a. The Exam
ME graduate students will be emailed information regarding sign-up and exam rules approximately 2-3 months prior to the date of the written portion of the exam.

The exam is composed of two 2-hour written area exams and an oral literature review.

Students must select two area exams from the following:

   • Controls
   • Kinematics/Dynamics
   • Heat Transfer
   • Dynamic Systems/Vibrations
   • Fluid Mechanics
Students must write the last 4 digits of their student ID numbers, rather than their names, at the top of each page to facilitate anonymous grading. Each area exam is graded out of a maximum of 30 points. Students retaking area exams may choose different area exams than in the initial attempt.

In addition to the two subject area exams, the student must present a literature review to a committee of three professors composed of the student’s advisor and two assisting members. Generally, this committee will later form part of the student’s PhD committee. The student in consultation with their advisor selects the assisting members, determines professor availability, and schedules a room for the presentation. There must be at least one month between the time the presentation is scheduled and the presentation itself. The presentation must be given at least one day before the last day of the corresponding area exams, but no more than 120 days before. Faculty cannot be assisting members for more than 3 students in a given term.

The committee selects three papers for the student to review, as follows. First the advisor selects five papers, then the assisting members down select to three papers from the five. The committee emails the references of the three papers to the student 13-15 days before the presentation. Professors cannot provide advance insight into which papers are likely to become exam papers. The student prepares the presentation independently. The presentation must be given at least one day before the last day of the corresponding area exams, but no more than 120 days before. Faculty cannot be assisting members for more than 3 students in a given term.

The professors are not allowed to discuss the student, exam, or grades until all 3 grades have been submitted.

All written examination materials become the property of the department and will not be returned to the student.

b. When to Take the Exam
The written portion of the qualifying exam is offered twice a year, once in August and once in January, generally the week before classes start. The literature review presentation must be completed at least 1 day before the last day of the corresponding written area exams, but no more than 120 days before.

1. Students continuing their studies immediately after earning an MS degree in Mechanical Engineering from UW–Madison must take the exam no later than the second time it is offered after completing their MS degree. For continuing students graduating in the fall semester the first time the exam is considered to be offered is the following January, for students graduating in spring or summer semesters the first time it is considered to be offered is the following August.

2. Students entering the PhD program without an MS or equivalent degree must take the exam no later than the second time it is offered after completion of 30 graduate credits. For students completing 30 graduate credits in
the fall semester the first time the exam is considered to be offered is the following January, for students completing 30 graduate credits in spring or summer semesters the first time it is considered to be offered is the following August.

3. Students continuing their studies immediately after earning an MS degree in another physical sciences department at UW–Madison must take the exam no later than the second time it is considered to be offered for transferring students is the following January, if enrolling for the first time in the spring semester the first time it is considered to be offered is the following August.

4. Students who previously earned an MS degree, either in Mechanical Engineering or in some other appropriate physical sciences program, and are now either returning or transferring to UW–Madison must take the exam no later than the second time it is offered after returning or transferring to UW–Madison. If enrolling in Mechanical Engineering starting in the fall semester the first time the exam is considered to be offered for transferring students is the following January, if starting in the spring semester the first time it is considered to be offered is the following August.

5. In special cases, one additional semester may be allowed before the exam must be taken. To obtain approval to delay the exam for one semester, the student must submit a written request (see section XV. ACADEMIC EXCEPTION PETITION) before the last week of class in the semester preceding the exam. Extensions are granted only when it is clearly demonstrated that unusual circumstances warrant the delay. Students without an approved extension who miss taking the exam at the required time will forfeit one of their opportunities to take the exam.

v. PROPOSED COURSE PROGRAM

A proposed course program is to be submitted for approval by the Department before the end of the semester following the semester in which the qualifying examination was passed. Do not wait until you want to present your preliminary exam to submit your plan for approval. It can take six or more weeks to have your plan approved and the ME committee does not meet during the summer months, so plan accordingly. Any changes to the program must be approved by the student’s advisor and the graduate committee. The necessary forms are available on the ME Forms website.

vi. PRELIMINARY EXAMINATION

A. To be eligible to take the preliminary exam, students must have passed the qualifying exam, obtained final approval of their course program by the graduate committee and the department, and have completed at least 32 graduate credits. If the course program has not been approved, it can take six weeks or longer for programs to be approved during the fall and winter term (programs are not approved during the summer).

B. The preliminary examination time and content is set and administered by the advisor and the committee.

C. A second attempt for the preliminary exam is allowed only if the qualifying exam was passed on the first attempt.

D. Exam must be taken at least nine months before the final thesis exam.

E. The normal expectation is that the preliminary examination be completed within 5 years of taking the qualifying exam (the preliminary examination is generally taken within 1 to 3 years of passing the qualifying exam). Students requiring more time must submit a written request (see section XV. ACADEMIC EXCEPTION PETITION).

F. Students must complete a PhD Preliminary Exam Warrant Application (ME Forms) at least four weeks prior to the preliminary examination (this is in addition to the time required for course program approval). The request form and an unofficial transcript must be submitted to the Graduate Student Services Office, 3182 ME. The request is reviewed and processed by the Graduate School and returned to the Graduate Student Services Office. You will receive an email notifying you when your warrant is available. After the preliminary exam, this warrant must be signed and returned to the Graduate Student Services Office before the dissertator eligibility deadline, in order to be a dissertator for the following semester.

G. Students must submit the final-draft copy of the preliminary exam report to the examination committee at least one week prior to the exam.
H. Students must be enrolled for a minimum of 2 graduate-level credits during the semester in which they take their PhD preliminary examination. This is a minimum, if a student has other degree minimums through their RA, TA or grader appointments or through ISS that are higher, the student must follow those requirements.

a. PHD PRELIMINARY EXAMINATION GUIDELINES

A. The student, in consultation with their advisor who serves as chair of the committee, selects three additional committee members based on the criteria set forth in the PHD FINAL ORAL EXAMINATION (DEFENSE) GUIDELINES. The committee consists of four member including the chair (advisor). These members also serve on the final examination committee. Inclusion of the fifth committee member is optional at this time.

B. The student prepares a written report, not to exceed 50 pages (double-spaced typing with figures), and distributes it to the committee members at least one week before the examination. If this deadline cannot be met, the preliminary examination will be postponed.

C. The written report should include the following:

i. Introduction to the thesis topic and objectives of the research.

ii. Review of the previous work directly related to the thesis objective including a broad review of related work and an in-depth review of a few key papers.

iii. Description of the dissertation plan including procedures and methods to be used, and an indication of expected results.

iv. A list of the references cited.

D. The written report should follow the same style guidelines as required for the dissertation.

E. The advisor will review the candidate’s background for the committee members, i.e., BS degree, MS degree, work experience, and circulate the transcript at the start, prior to the presentation by the student.

F. The preliminary examination will last about 1-1/2 hours: 1/2 hour for the oral presentation by the student of the written report, 3/4 hour for the discussion of questions raised by the committee members, and 1/4 hour for evaluation by the committee members.

G. The oral presentation by the student reiterates the written report in a concise and factual manner. Committee members may ask specific questions at any time during the examination.

H. The committee (including the committee chair) will ask additional questions of a general nature regarding the thesis topic after the oral presentation is completed.

I. The student will be asked to leave the room after there are no additional questions. The committee privately evaluates the written report, oral presentation and responses to questions prior to voting to pass or fail the student.

J. The student has the committee members sign the warrant making sure all dates are complete, and the student returns the warrant to the Graduate Student Services Office.

vii. DISSERTATOR STATUS

Students are eligible to obtain Dissertator status, if they so choose, at the beginning of any semester after they have finished all coursework and have passed the preliminary examination. The graduate school confirms through an email letter when a student has achieved dissertator status. Dissertators must enroll in exactly 3 credits to maintain their dissertator status during the Fall or Spring semesters. Enrollment in 3 credits during the Summer session is required for graduate assistants, trainees, or fellows. Unless the advisor directs otherwise, the three credits must be ME 990. Further information regarding dissertator status is available on the Graduate School website (https://grad.wisc.edu/acadpolicy).

viii. PHD DISSERTATION GUIDELINES

The Graduate School issues rules regarding the dissertation format. Since these rules may change from year-to-year, it is your responsibility to get a current copy of these rules from the Graduate School website (http://grad.wisc.edu/currentstudents/doctoralguide). In addition to The Graduate School, your advisor and thesis committee members may have certain format requirements. The following suggestions are offered for your consideration in preparing your thesis:
- Put references in numerical order. The ASME style format or equivalent should be used.
- All figures and tables must have titles.
- Use SI units with other units in parentheses if provided.
- Use standard abbreviations such as g not gm.
- Avoid using the first person, rather use the third person.
- Include a nomenclature with symbols listed in alphabetical order.
- A list of figures and a list of tables are required.
- The experimental error should be stated for all experimental results. Show error bars for all data and provide values for confidence intervals (state the confidence level) for all tabular results.
- All equations should be numbered consecutively.
- Do not write out numbers. (Use 1/4 m (or 0.25 m) instead of one-quarter meter.).

Review ASME journal articles and follow their style, except be more complete. The ASME publishes a style manual entitled “An ASME Paper,” ASME Manual MS-4, which you may obtain from ASME Headquarters in New York. Manuals from other societies, such as SAE, SME, etc., can be used if available.

ix. PHD FINAL ORAL EXAMINATION (DEFENSE) GUIDELINES

1. A final dissertation oral exam (defense) must be presented to the dissertation committee of at least five members (but no more than eight) consisting of the student’s advisor who chairs the committee, three other graduate faculty or former graduate faculty up to one year after resignation or retirement, and one of the following: another graduate faculty, a retired faculty member with emeritus status, or a UW-Madison research scientist with principal investigator status who has been approved by the ME executive committee. At least one faculty member on the committee must be from outside of the ME department. Members of the committee from outside of ME should be selected to have a background appropriate to evaluate the dissertation. The exam is predominantly, but not exclusively, on the dissertation.

   - Graduate faculty hold the title of professor, associate professor, or assistant professor as listed in the UW-Madison directory (http://www.wisc.edu/directories/).
   - To determine if a retired faculty member has emeritus status check the UW-Madison directory (http://www.wisc.edu/directories/), if the person is listed in the directory with the title emeritus, then they have emeritus status.
   - To check if a research scientist has PI status check with your faculty advisor or with the ME department office. To determine if someone is a research scientist check their title in the UW-Madison directory (http://www.wisc.edu/directories/).
   - To have a research scientist approved to serve on committees have them submit their current curriculum vitae to the graduate committee chair or to the Graduate Student Services Office for approval by the department executive committee.
   - Committee members beyond the 5th member must conform to the list on the graduate school’s website (https://grad.wisc.edu/acadpolicy/?policy=committees), and must be approved by the student’s advisor.

2. Three of the five committee members (the student’s advisor counts as one of these three) are to be designated as readers who will read the thesis and provide corrections as needed. The two non-reader committee members will review the thesis in preparation for the doctoral examination.

3. The committee members should receive the dissertation manuscript at least two weeks prior to the examination date. If this deadline cannot be met, the examination will be postponed.

4. The thesis defense will last about two hours: 1/2 hour for an oral presentation of the thesis by the candidate, 1 hour for questions by the committee members, and 1/2 hour private discussion by the committee members. The committee members may ask questions at any time during the exam.

5. The committee will pay particular attention to see that the candidate’s own contributions are clearly delineated and thoroughly documented in the dissertation. Dissertations must acknowledge contributions received from
other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.

6. The advisor will review the candidate’s background for the committee members, i.e., BS degree, MS degree, work experience, and circulate the transcript at the beginning of the examination. The student may be asked to leave the room for a few minutes at this time.

7. The oral presentation by the candidate should be concise and factual. The introduction and review should be brief and the presentation should emphasize the research methods and results. The committee is primarily interested in the candidate’s own work. Questions by the committee during the presentation are generally for clarification purposes only.

8. After the formal presentation is completed, the committee members will ask extensive questions referring to specific parts of the thesis and the oral presentation. Every committee member will be allowed sufficient time to question the candidate. The committee chair will act as the moderator, but will not answer for the candidate, except, for example, to clarify the question.

9. After approximately 1-1/2 hours, the candidate will be asked to briefly summarize the most important new findings of the thesis research. Upon polling the committee to determine that the members have no further questions, the candidate will be asked to leave the room.

10. Private discussion by the committee will focus on the evaluation of the thesis research itself, evaluation of the thesis defense by the student, and evaluation of the candidate’s overall record. There should be time for each member of the committee to consider each of these items, and, if necessary, to formulate instructions to be implemented by the student’s advisor.
x. PHD DEGREE FINAL CHECKLIST

- At least four weeks prior to the final examination, students must complete and return the PhD Final Oral Defense Warrant Request (ME Forms). The request form and an unofficial transcript must be submitted to the Graduate Student Services Office. The request then is reviewed and processed by the Graduate School and returned to the Graduate Student Services Office. You will receive an email notifying you when your warrant is available.
- Students must submit the final-draft copy of their dissertation to the examination committee at least one week prior to the exam.
- Pick up your warrant and warrant package materials from the Graduate Student Services Office. You will receive an email notifying you that your warrant is available.
- After the exam, return the completed warrant to the Graduate Student Services Office so a copy can be placed in your file.
- The completed warrant and dissertation must be uploaded into the Graduate School ProQuest/UMI ETD Administrator website on or before the degree deadline. Please review the Graduate School Guide to Preparing Your Doctoral Dissertation webpage: https://grad.wisc.edu/currentstudents/doctoralguide/

Also reference the Check-Out Procedure below.

IT IS THE STUDENT’S RESPONSIBILITY TO VERIFY THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET.

xi. CHECK-OUT PROCEDURE

- Keys must be returned to the ME Department Office (Rm. 3107 ME) prior to leaving. Your degree may be delayed if you do not follow this requirement. The purpose is to ensure that all department equipment is returned and that your office and desk are clean and ready to be used by another person. The checkout process should not be done at the last minute. One week before leaving would be ideal.
- If you had an assistantship appointment in your last semester, check in with the ME Payroll & Benefits Coordinator before you leave campus.
- For Domestic students, your diploma will be sent to your mailing address. For International students, your diploma will be sent to your diploma address. Please confirm this address is correct in your Student Center. Diplomas are sent 12-14 weeks after graduation to the mailing address or diploma address, respectively.
- An online survey will be e-mailed to all graduate students completing their degree. This survey is extremely helpful to the department in tracking where students go after graduation. We greatly appreciate your cooperation in completing this survey.
- Your e-mail account will be left active for a few months after graduation. You will receive an e-mail notifying you when your account will be deactivated. Once a student has graduated, they can also apply for a UW alumni e-mail on the Wisconsin Alumni Association website (http://www.uwalumni.com/).
- Feel free to contact the Graduate Student Services Office if you have any questions or concerns in the future, and please keep in touch!

xii. COMMENCEMENT

Graduate students are encouraged to participate in the commencement ceremony. Commencement ceremonies are held in December and May. Because there is no ceremony offered during the summer, students have the option to participate in the Fall or Spring ceremony. Students should think of their degree completion and participation in the commencement ceremony as two separate events.

To participate in the commencement ceremony for any given semester, the student registers for graduation in their student center. A student can decide to participate in the ceremony up until the day of the ceremony, but if they have not registered at least 8 weeks before the ceremony, their name will not be printed in the commencement program. Please watch for email announcements regarding commencement.

Traditionally, PhD students are escorted by their faculty advisor. PhD students should discuss their commencement
plans with their faculty advisor.

For more information on ordering the proper attire, dates, and times, please see the commencement website. Don’t forget to order your cap and gown!

xiii. DEGREE COMPLETION LETTER
You may visit The Office of the Registrar to receive a Degree Completion Letter documenting degree completion until your degree is posted and your diploma arrives.

xiv. DUPLICATE OR REPLACEMENT DIPLOMA
If you need a duplicate or replacement diploma, please complete and submit the duplicate diploma request form at https://registrar.wisc.edu/diploma.htm. There is a charge of $50.00 (USD) for a new diploma.

xv. PHD TIMELINE OVERVIEW
XI. PHD MINOR IN MECHANICAL ENGINEERING

Students from departments outside of Mechanical Engineering can receive a PhD minor in Mechanical Engineering. The requirements for an external minor in Mechanical Engineering are listed below. The minor must be approved by the Mechanical Engineering department. The minor approval form is available online at: ME Forms. Submit the form to the Graduate Student Services Office in room 3182 ME for approval.

i. REQUIREMENTS FOR EXTERNAL MINOR

1. A minimum of 9 formal course credits (not independent study or research credits) taken in Mechanical Engineering.
2. Courses must be numbered 400 or above in Mechanical Engineering.
3. One of the courses must be numbered 700 or above in Mechanical Engineering.
4. Only one of the courses may be cross listed in the student’s major department.
5. Minimum grade of B or higher in all courses taken for the minor.
XII. ENROLLMENT

i. MINIMUM CREDIT REQUIREMENTS
During the fall and spring semesters, a full-time student carries 8-15 credits, and during the 8-week summer session, 4-12 credits. Continuing students who are not funded in the summer are not required to register for courses in order to maintain their status as a graduate student. If you are funded in the summer a minimum of 2 credits is required. Dissertators are always required to register for 3 credits during the Fall and Spring. Enrollment in 3 credits during the Summer session is required for graduate assistants, trainees, and fellows. Further information regarding enrollment requirements may be found online at https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements.

PLEASE NOTE that pass/fail courses, audited courses, or courses numbered below 300 do not count towards minimum or maximum requirements. They are in essence counted as zero credits.

ii. MINIMUM FULL-TIME ENROLLMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Categories</th>
<th>Fall or Spring</th>
<th>Summer (general 8-week DHH session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertator</td>
<td>Exactly 3 credits directly related to research</td>
<td>Not required unless receiving summer degree or if graduate assistant, trainee, or fellow, 3 cr. required.</td>
</tr>
<tr>
<td>RA, non-dissertator</td>
<td>8 cr.</td>
<td>2 cr.</td>
</tr>
<tr>
<td>TA/Lecturer (SA) 33%, non-dissertator</td>
<td>6 cr.</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>TA/Lecturer (SA) 50%, non-dissertator</td>
<td>4 cr.</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>PA 33%, non-dissertator</td>
<td>6 cr.</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>PA 50%, non-dissertator</td>
<td>4 cr.</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>Fellow, non-dissertator</td>
<td>8 cr.</td>
<td>2 cr. for 12-month appointments. Not required for 9-month appointments.</td>
</tr>
<tr>
<td>Trainee, non-dissertator</td>
<td>8 cr.</td>
<td>2 cr.</td>
</tr>
<tr>
<td>International student (F-1/J-1 visa), non-dissertator, if no other category in this list</td>
<td>8 cr.</td>
<td>4 cr. when summer is admit semester (2 cr. when summer is admit semester and student holds RA appointment or at least 33% TA or PA appointment)</td>
</tr>
<tr>
<td>If none of the above, full time enrollment is:</td>
<td>8 cr.</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

iii. RESEARCH & INDEPENDENT STUDY COURSES

a. Research Section Enrollment
Mechanical Engineering Graduate students may enroll in ME research courses (790, 890, and 990) as approved by their faculty advisor providing that the student meets the following pre-requisites:

- 790 sections are for MS students and require students to be both a department of Mechanical Engineering graduate student and be admitted to the MS program.
- 890 and 990 sections are for PhD students and require students to be both a department of Mechanical Engineering graduate student and be admitted to the PhD program.
- Students who do not meet the requirements for 790, 890, or 990 will need to communicate with their Mechanical Engineering faculty advisor and request their faculty advisor submit an email request for enrollment permission to the ME Graduate Program Coordinator. The request must include the student name, student WISC ID number, the enrollment term, and the course number for which the student is to be given permission to enroll.

Research credits (790, 890, and 990) are graded as P (Progress), S (Satisfactory), or U (Unsatisfactory). Research credits are not weighted into a student’s GPA.
A grade of P (Progress) for a research course means the course was not officially given a final grade by the faculty advisor. A grade of P may prevent a warrant from being requested and will prevent a student from graduating. Contact your faculty advisor or ME Graduate Program Coordinator with questions regarding resolving P grades.

b. Independent Study Enrollment
Mechanical Engineering students who would like to enroll in an independent study course (699, 999) must first meet with the intended faculty and agree upon a plan of study. The faculty advisor must submit an email request for enrollment permission to the ME Graduate Program Coordinator. The request must include the student name, student WISC ID number, the enrollment term, and the course number for which the student is to be given permission to enroll.

Independent study credits (699 or 999) are graded with a letter grade (A-F) and are weighted with the student’s GPA.

iv. WAIT LIST
If a class is closed and the department is maintaining a waiting list, a yellow triangle will display on that course section. If you would like to be placed on the wait list you’ll need to check the box titled ‘Please Wait List Me’ on the Enrollment Preferences page and continue through the enrollment to finalize your request. The Registrar’s Office provides a demo at https://registrar.wisc.edu/demos.htm. You will be allowed to place yourself on a wait list for a maximum of three class sections. You will receive permission to enroll from the waitlist through an email notification. You have 48 hours to enroll after receiving notification, so check your email daily. Prerequisite: You must be enrolled in at least one course.

v. CREDIT OVERLOAD
In order to enroll for more than the maximum credit load in any given semester, students must submit a Credit Overload Request form: https://grad.wisc.edu/acadpolicy/?policy=forms. This form must be signed by your faculty advisor and turned in to the Graduate School at 217 Bascom Hall. The Graduate School will look closely at the rationale for the request, and if the request is approved, the student will be notified that they can add the course. This form MUST be submitted at least one week before the add deadline.
XIII. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

All graduate students are expected to make satisfactory progress toward their degree each semester. Satisfactory progress means taking a sufficient number of courses each semester, maintaining the required grade point average, moving ahead on the degree requirements, and making good progress on your thesis or dissertation. Your advisor, the Graduate Committee and the Graduate School are responsible for determining satisfactory progress. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The Graduate School Catalog, http://grad.wisc.edu/catalog, includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress.

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 (the minimum GPA for ME PhD students is 3.25) in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion (http://grad.wisc.edu/acadpolicy/#probation). In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Most programs require satisfactory progress to continue guaranteed funding support grad.wisc.edu/acadpolicy/#satisfactoryprogress. Unsatisfactory progress may cause you to lose a TA, RA, or Fellowship appointment, and possibly your status as a graduate student.

i. PROBATION

If a student was admitted on probation and she/he satisfies the conditions outlined at the time of admission, probationary status will be removed automatically. Once their studies have begun, students are expected to make satisfactory progress toward their degree.

Students must be in good academic standing with the Graduate School, their program, and their advisor. The Graduate School regularly reviews the record of any student who received grades of BC, C, D, F, or I in graduate-level courses (300 or above), or grades of U in research and thesis. This review could result in academic probation with a hold on future enrollment, and the student may be suspended from graduate studies.

The Graduate School may also put students on probation for incompletes not cleared within one term. Dissertators will not be placed on probation for incomplete grades in research courses. All incomplete grades must be resolved before a degree is granted.

Please note that any student who is on probation will not be able to enroll for the following semester until their final grades are submitted and the Graduate School has verified they are making satisfactory progress. For any questions relating to probation, please contact Michelle Holland, Academic Services Coordinator, at (608) 265-0519 or holland@grad.wisc.edu.
XIV. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

i. Professional Conduct
All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant websites. Lack of knowledge of this information does not excuse any infraction.

1. Professional Ethics: Students shall: show respect for a diversity of opinions, perspectives, and cultures; accurately represent their work and acknowledge the contributions of others; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by: honesty and ethics in research and IRB applications—including honesty in interpretation of data; commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall: follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

3. Interpersonal and Workplace Relationships: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. Commitment to Learning: Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person’s dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful
conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

ii. Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic: [grad.wisc.edu/acadpolicy/#misconductacademic](grad.wisc.edu/acadpolicy/#misconductacademic)
- Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do If I know a Classmate is Cheating? [students.wisc.edu/doso/students.html](students.wisc.edu/doso/students.html)
- Dean of Students Office: Academic Misconduct Flowchart: [students.wisc.edu/doso/docs/uws_chapter_14.pdf](students.wisc.edu/doso/docs/uws_chapter_14.pdf)

iii. Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
[grad.wisc.edu/acadpolicy/#misconductnonacademic](http://grad.wisc.edu/acadpolicy/#misconductnonacademic)

Dean of Students Office: Non-Academic Misconduct Standards Statement:
[students.wisc.edu/doso/nonacadmisconduct-statement.html](http://students.wisc.edu/doso/nonacadmisconduct-statement.html)

Dean of Students Office: Non-Academic Misconduct Process
[students.wisc.edu/doso/nonacadmisconduct.html](http://students.wisc.edu/doso/nonacadmisconduct.html)

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
[students.wisc.edu/doso/docs/NewUWS%2017.pdf](http://students.wisc.edu/doso/docs/NewUWS%2017.pdf)

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
[students.wisc.edu/doso/docs/NewUWS%2018.pdf](http://students.wisc.edu/doso/docs/NewUWS%2018.pdf)

iv. Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
[grad.wisc.edu/acadpolicy/#responsibleconductofresearch](http://grad.wisc.edu/acadpolicy/#responsibleconductofresearch)
V. ACADEMIC EXCEPTION PETITION

Academic exceptions are considered on a case-by-case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for exceptions to the Satisfactory Progress Expectations (academic or conduct), or other petitions shall be directed to the Graduate Committee Chair. The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. Detailed information regarding the reason for the exception must be provided in writing.
3. The student's academic advisor must provide written support for the petition.

The Graduate Committee will review the petition and in consultation with the student’s advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one’s personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. Note that petitions for extension of academic timelines (e.g., qualifying exams) for childbirth and adoption will be automatically granted as they are covered by the parental leave policy. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student’s file. Students who are granted an exception will be reviewed by the graduate committee and may be placed on probation (see section XVI. DISCIPLINARY ACTION AND DISMISSAL).
XVI. DISCIPLINARY ACTION AND DISMISSAL

The ME department will review the progress of each graduate student at the end of every semester. A student’s failure to meet the program’s Satisfactory Progress Expectations (academic or conduct) can result in disciplinary action, including immediate dismissal from the program.

At the end of every semester, the Graduate Committee will conduct a review of all graduate students in the program. A detailed review will be triggered by one or more of the following conditions:

- GPA for the semester was below 3.0 for MS students or 3.25 for PhD students
- An Incomplete was earned in a formal course
- The advisor gave either an Incomplete or an Unsatisfactory grade on research credits
- Qualifying exam not taken in required semester, both with or without an exception granted by the Graduate Committee
- Student was on Probation in the previous semester
- Student does not have an Advisor
- Failure to complete Preliminary Examination within five years of completing Qualifying Examination
- Failure to defend dissertation within five years of completing Preliminary Examination
- Academic misconduct incident
- Non-academic misconduct incident
- Research misconduct incident

The outcome of the Graduate Committee’s review will be in the form of a recommendation to the Department Chair and will consist of one of the following:

- Student remains in Good Standing. The student is considered to be making satisfactory progress toward their degree. Unless the Chair disagrees with the committee’s recommendation, no further action will be taken and no additional notification will be provided.
- Student be placed on Probation. The student is found to not be progressing according to Satisfactory Progress Expectations (academic or conduct, see sections XIII. and XIV. The student is permitted to enroll in the subsequent semester, but the student and their advisor must put forward a specific plan with dates and deadlines in place in regard to removal of probationary status by the end of the following semester.
- Student be Dismissed from the ME department. The student has demonstrated a sustained lack of progress toward degree completion or has been found guilty of significant academic, non-academic, or research misconduct by the Dean of Students. The student will not be allowed to enroll in the subsequent semester. Students who have been dismissed from the ME program will need to reapply to the department if they want to pursue a degree in Mechanical Engineering. Applications will not be considered within one calendar year of dismissal.

In the event that the result of the review is a recommendation of Probation or Dismissal, the recommendation will be transmitted to the student by letter from the Graduate Committee, and the final decision of the Chair will be transmitted in a separate letter. No notification will be given to students in Good Standing.
XVII. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

i. GRIEVANCE PROCEDURES
If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students’ concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

ii. ME PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the ME Graduate Committee Chair or Department Chair to discuss the grievance. The Graduate Committee Chair or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: https://oed.wisc.edu/. Other campus resources include:
   - The Graduate School - grad.wisc.edu
   - McBurney Disability Resource Center - mcburney.wisc.edu
   - Employee Assistance Office - eao.wisc.edu
   - Ombuds Office - ombuds.wisc.edu
   - University Health Services – uhs.wisc.edu
   - UW Office of Equity and Diversity - http://www.oed.wisc.edu/index.html

3. If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Graduate Committee Chair in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Graduate Committee Chair to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

5. The faculty committee will determine a decision regarding the grievance. The Graduate Committee Chair will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies & Procedures:
iii. REPORTING MISCONDUCT AND CRIME

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

a. RESEARCH MISCONDUCT REPORTING

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrong doing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at https://research.wisc.edu/compliance-policy/research-ethics/.

b. ACADEMIC MISCONDUCT REPORTING

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

c. SEXUAL ASSAULT REPORTING

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim’s name is not required as part of this report. Please find full details at http://www.oed.wisc.edu/sexualharassment/assault.html and https://doso.students.wisc.edu/services/sexual-assault-dating-and-domestic-violence/.

d. CHILD ABUSE REPORTING

As a UW-Madison employee (under Wisconsin Executive Order #54), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at http://www.oed.wisc.edu/childabuse/.

e. REPORTING AND RESPONSE TO INCIDENTS OF BIAS/HATE

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at https://doso.students.wisc.edu/services/bias-reporting-process/.
This guide was prepared by the Department of Mechanical Engineering, University of Wisconsin-Madison

Please send comments or suggestions for improvements to medept@cae.wisc.edu.