

Mechanical Engineering PhD Program and Minor Approval

Form & Approval Process:

1. **SUBMIT the form to:** ME Graduate Coordinator, Room 3182 ME Bldg., CoE Grad Student Services.
WHEN: Submit before the end of the term following the term in which the qualifying examination was passed. (E.g. The qualifying exam is passed in August (summer term), then the form must be submitted before the end of the following Fall term. Plans must be submitted by the 1st of the month. Neither committee meets during the summer months (June – August). Please plan accordingly to have your plan submitted and reviewed.
REVIEWED BY: This plan is reviewed and approved first by the ME Graduate Committee and then the following month by the ME Faculty Committee. The review and approval process is a minimum of 2 months.
PRELIM WARRANT: A preliminary exam warrant cannot be requested until after your PhD plan is fully approved.
2. Students will be emailed if either committee has concerns about this form or require corrections. Once this form is fully approved, a digital copy will be sent to the student.
3. **Attach to this form** a copy of your UW-Madison student record. (an unofficial copy from your MyUW)
4. **Attach to this form, if applicable,** the Department Minor approval form for Option A minors (see section #1).
5. **Attach to this form, if applicable,** the Course Equivalence form(s) & prior institution unofficial transcript for previously earned credits (see section #3).
6. **Attach to this form, if applicable,** any academic exceptions forms that have been approved or you would like reviewed for a decision.

Instructions for all form sections:

- a) Course number should be department and number listed on your transcript (e.g., ME 535).
 - o If course number is cross-listed with ME department, and you enrolled in the non-ME dept., please add * after the course number (e.g., ISyE 641*) and include the cross-listed departments after the title name (e.g., “Design and Analysis of Manufacturing Systems – ISyE/ME).
- b) All special topics courses, such as ME 601 and ME 964, must include the specific topic name/subject and instructor name in the course title column.
- c) In the grade column, enter the grade you earned if the course has been completed.
 - o Enter “IP” for courses you are currently enrolled in but have not yet earned a grade.
 - o Leave the space blank for courses you will enroll in for a future term.
- d) Courses should only appear once on this form, in the correct section. Please do not list courses more than once.
- e) Follow additional specific instructions within each individual form section.

Example of how to complete form tables:

Course Number	Course Title	Term & Year Taken	Grade	Course Credits	700 + Level Formal Crs.	Math Credits	50% Req.	Minor Credits
ME 567	Solar Energy Technology	Spring 2020	A	3				
ME 964	Adv Topics in ME: Nonlinear Elasticity (Rudykh)	Fall 2020	IP	3	3		3	3

Student Name (Last/Family, First/Given): _____ Campus ID #: _____

Faculty Advisor Name: _____ Co-Advisor Name (if applicable): _____

Tentative Dissertation Title: _____

1. Minor Program

Option A – Department Minor: _____
 (option A - attach the signed department minor form, if the department offers such a form)

Option B – Distributed

2. UW-Madison Formal Undergraduate Credits (taken as an enrolled undergraduate student at UW-Madison)

- a) Complete this section only if you have been approved by your advisor to use credits taken as a UW-Madison undergraduate student. Leave blank if not applicable.
- b) A maximum of 7 credits may be used in the PhD.
- c) 50% Req. in this section will only be valid for courses numbered 700+.
- d) Formal courses are lecture courses. They are NOT independent study, research, seminars, independent reading, etc. Do not include non-formal courses here.

Course Number	Course Title	Term & Year Taken	Grade	Credits	700 + Level Formal Crs.	Math Credits	50% Crs.	Minor Credits
Totals for this section #2:								

3. Previously Earned Formal Graduate Credits: Previous institution name: _____

- a) Complete this section only if you have previously earned graduate credits at an institution other than UW-Madison. Leave blank if not applicable.
- b) Complete appropriate Course Equivalence form(s) & attach to the end of this document along with a copy of the previous institution transcript.
- c) The “700+ Level Course” column must be determined by the “UW-Madison equivalent course number” column, not the “Original Course Number” column.
- d) A maximum of 24 credits may be used in the PhD.
- e) 50% Req. in this section – consult ME Graduate Coordinator.
- f) Formal courses are lecture courses. They are NOT independent study, research, seminars, independent reading, etc. Do not include non-formal courses here.

Original Course Number	Course Title	Grade	UW-Madison equivalent course number	UW Credits	700 + Level Course Crs.	Math Credits	50% Crs.	Minor Credits
Totals for this section #3:								

5. Research		
ME 790 Master's Research and Thesis	ME 890 PhD Research and Thesis	ME 990 Dissertator Research and Thesis
ME 790 Credits Total =	ME 890 Credits Total =	ME 990 Credits Total =

6. ME 903 Graduate Seminar		
a) All PhD students must successfully complete two terms of the ME 903 graduate seminar; in the first and second terms of enrollment		
Term & Year Taken:		Grade:
Term & Year Taken:		Grade:

7. Summary of PhD Curriculum			
Total Number UW-Madison Undergraduate Credits (7 crs max) – Section #2:		UW-Madison Cumulative Graduate GPA (3.25 min):	
Total Previously Earned Graduate Credits (24 crs max) – Section #3:		Total 50% Credits (<i>formal & research combined</i>) (30 min):	
Total Formal Credits (42 crs min) – Sections #2, 3, & 4:		Total 700+ Level Formal Credits (15 min, 6 min in ME):	
Total Thesis Credits – 790 + 890 + 990 (18 crs min) - Section #5:		Total Math Credits (3 crs min):	
Total Credits (60 min) – Sections #2, 3, 4, + 5:		Total Minor Credits:	

8. Dates (may be changed; a change in these dates will NOT require this form to be resubmitted and reapproved) (<i>consult ME Grad Coordinator for matriculation date</i>)	
<p>1. What term & year did you begin (matriculate) in the UW-Madison Mechanical Engineering PhD program: _____</p> <p>2. <u>Tentative</u> Preliminary Exam Date (exam must be completed within 5 years after first qualifying exam attempt): _____</p> <p>3. <u>Tentative</u> Defense Date (defense must be between 9 months and 5 years after preliminary exam): _____</p>	

9. Qualifying Exam			
	Month & Year Taken:	Results (Pass/Fail):	Conditions:
First Attempt:			
Second Attempt:			

10. **Tentative Committee Membership** (may be changed; a change in this committee membership will NOT require this form to be resubmitted and reapproved)

- a) Minimum five (5) committee members, maximum eight (8) committee members
- b) Your faculty advisor is chair of the committee and should listed as #1 on the committee list. Your co-advisor (if applicable) should be listed as #2 on the list.
- c) Three (3) other graduate faculty or former graduate faculty up to one year after retirement or resignation
- d) One (1) of the following: Another graduate faculty member, a retired faculty member with emeritus status, or a UW-Madison academic staff member who has been approved by the ME executive committee
- e) At least one (1) faculty from outside the ME department
- f) Committee members 6-8 must conform with the Graduate School committee membership requirements: <https://grad.wisc.edu/documents/committees/>
- g) If a committee member is not from UW-Madison, in the "Department" column, enter the institution/organization name at where that individual is employed

	Name	Assistant/Associate/Professor/Title	Academic Department
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

11. **Overall Program Justification**

- a) Why are the courses a coherent program?
- b) How is the minor related yet distinct?

12. Signatures

Student:

I, _____, attest that all information in this form is current and accurate to the best of my knowledge. If
(print student name)
anything in this document changes (except sections #8 and #10), I will submit a new updated version of this plan for approval in a timely fashion. I understand I will be required to obtain all signatures on the updated plan.

Student Signature: _____ Date: _____

Faculty Advisor:

I, _____, faculty advisor for above named PhD student hereby attest that I have reviewed this
(print faculty advisor name)
Mechanical Engineering PhD program plan. All courses, grades, etc. have been reviewed and are deemed accurate. The curriculum listed in this plan meets the minimum degree requirements set forth by the UW-Madison Department of Mechanical Engineering and the UW-Madison Graduate School.

Faculty Advisor Signature: _____ Date: _____

Co-Faculty Advisor (if applicable):

I, _____, faculty advisor for above named PhD student hereby attest that I have reviewed this
(print faculty co-advisor name)
Mechanical Engineering PhD program plan. All courses, grades, etc. have been reviewed and are deemed accurate. The curriculum listed in this plan meets the minimum degree requirements set forth by the UW-Madison Department of Mechanical Engineering and the UW-Madison Graduate School.

Faculty Advisor Signature: _____ Date: _____

Option A Minor (if applicable): *Must be signed by Minor department approver if completing minor option A. Attach minor department minor approval form.*

Minor Advisor Name (print): _____

Minor Department Signature: _____ Date: _____

ME Graduate Committee & Option B Minor (if applicable) Approval: *Submit to Mechanical Engineering Graduate Coordinator for review process.*

ME Graduate Chair Name (print): _____

ME Graduate Chair Signature: _____ Date: _____