# Department of Mechanical Engineering

# Graduate Student Handbook

Master of Science in Mechanical Engineering

Doctor of Philosophy in Mechanical Engineering

**Erik Jonsson School of Engineering and Computer Science**

**The University of Texas at Dallas**


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# Introduction

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

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

# Motto, Mission, Values

*Engineer your passion; design our future*.

We transform our diverse students into impactful engineers through unique experiences leading to conceptualizing and solving problems in mechanical engineering to enhance quality of life.

- **Innovative Thinking**: We take risks with new approaches, always improving.
- **Excellence in Impact**: We lead by our actions and results.
- **Integrity, Initiative Taking, Ownership, and Perseverance**: We take responsibility and ownership to make things happen.
- **Accessibility, Approachability, Equitable Engagement**: We support people in their personal growth.

# Program Administration

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

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

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

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

# Advising

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

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

**Graduate Program Administrator:** The graduate program administrator is a staff member in the ME department that may be consulted on any matter pertaining to graduate study, such as issues related to degree requirements, registration, program policies, and other student academic issues.

# Getting Started in the Graduate Program

**Department Orientation and Meeting Graduate Advisors**
All new students are required to complete the Mechanical Engineering New Graduate Student Orientation prior to registering for courses. Official announcements and invitations to this orientation will be sent by email from the Mechanical Engineering Department.

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

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

**Graduate Teaching and Research Assistants**
Newly appointed TA's and RA's will be required to complete orientation modules provided separately by the Office of Graduate Education, the ME department, and the Human Resources Office.

# Program Facilities

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

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

# University Resources

The **Office of Graduate Education** provides resources on funding, preparation of theses and dissertations, professional development, and TA/RA.

**Open Access Computer Labs** for student use can be found in the following locations:
Engineering Open Access Labs (ECSW 3.335, ECSN 4.324, ECSN 4.326)
Machine Shop (NL 1.701A) *Limited access; only when Machine Shop staff are present.

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

The **AccessAbility Resource Center** provides academic accommodations for eligible students with documented physical, psychiatric, or sensory disabilities.

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

The **International Center** provides access to programs and services designed to support the success of international students and scholars.

The **Military and Veteran Center** provides resources and support for military-affiliated students, from admission to graduation.

The **Student Wellness Center** offers consulting, education, promotion, and prevention services related to various public health topics.

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

The **Office of Community Standards and Conduct** encourages student learning, growth, and development by promoting awareness of the University's expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to address the consequences of student decisions.

In addition to guidance from program faculty, career advising, and job search resources are available through the **Jonsson Career Services**, **UT Dallas Career Center**, and **Office of Graduate Education**. The fore-mentioned offices' aid with interview preparations, resume writing, and tools for conducting an effective job search.

# Mechanical Engineering Fast Track Program

The Fast-Track program enables well-qualified senior undergraduate students to include master's level courses in their bachelor's degree plans as they work toward a master's degree. The Fast-Track program is designed to accelerate a student's education so that both BS and MS degrees can be earned in approximately five years of full-time study.

**Admission into a Fast-Track program** is open to senior undergraduate students with 90 or more earned hours, of which at least 36 must be completed in the core curriculum, and a cumulative GPA greater than or equal to 3.00. You must be a senior to take graduate courses (i.e. have passed >90 SCH). A good rule of thumb for engineering majors is to apply the semester before you take Senior Design I.

**Prior to registration in graduate-level courses**, students are required to attend an orientation offered by the department. This session will cover detailed information about program requirements, master's degree requirements, and the process to enroll in graduate courses.

A Fast-Track student must choose master's level courses that satisfy the requirements of the bachelor's degree and those of the intended master's degree. Typically, a full-time graduate student takes three graduate classes per long semester. This means that to graduate with an MS in two semesters you need to take five graduate courses as an undergraduate. Similarly, if you wish to graduate with a MS degree in three semesters then you need to take three graduate courses as an undergraduate.

**In order to remain in good standing**, students must fulfill the following requirements:

- Maintain a GPA of at least 3.0 in both graduate and undergraduate careers.
- May not repeat any graduate course more than once and may not repeat more than three graduate courses.

If at any time these requirements are not fulfilled, the student will be withdrawn from the Fast-Track program. Any graduate credits successfully earned can be applied to the bachelor's degree only.

Upon successful completion of the bachelor's degree, a *Fast-Track* student will transition to the appropriate master's degree program if they are in good standing.

# Funding Opportunities

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

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

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

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

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

# Registration Resources

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

All **new students** are required to obtain approval from a faculty advisor on a registration form prior to registering in their first semester.

In subsequent semesters, students in **good academic standing** can register online, or by emailing a complete registration request from their UTD email account to ME Grad. Students on **academic probation** will not be permitted to register until the current semester grades have been posted.

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

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

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

| | |
|---|---|
| **Master's:** MECH 6V97 Research in M.E. | MECH 6V98 Thesis |
| **Doctoral:** MECH 8V70 Advanced Research in M.E. | MECH 8V99 Dissertation |

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

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

# Program Requirements

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

## Master's Degree Requirements

Students are bound by the requirements of the catalog in force at the time of their first registration. The MS program requires a minimum of thirty-three credit hours beyond the baccalaureate degree. Students may count no more than two 5000-level courses in the MS degree plan. Courses taken without faculty advisor approval will not count towards the thirty-three-credit hour requirement.

Degree plans are stored on the department webpage by catalog year.

**Experiential Learning Components**

Master's Thesis (9sch) Students undertaking the thesis option must carry out a research project under the direction of a member of the mechanical engineering faculty and complete and defend a thesis on their research project. Students elect the thesis option by obtaining the approval of their thesis advisor on a degree plan. All full-time, supported students are required to participate in the thesis option.

The thesis is required to be submitted to the graduate school and presented in a formal public defense. The supervising committee administers this defense and is chosen in consultation with the student's thesis advisor prior to enrolling for thesis credit. Thesis semester credit hours cannot be counted in a MS ME degree plan unless a thesis is written and successfully defended.

Graduate Research (3sch) consists of carrying out a research project sponsored by ME faculty.

Graduate Capstone Project Design (6sch) is a project-based course offered in the Summer.

Graduate Internship (0sch) Internships must be career related and filed through the Jonsson Career Services (JCS) Office.

## Master's Thesis Guide

Thesis work is a valuable learning experience in which students can develop their abilities to research the literature, plan, analyze, experiment, evaluate, present, and defend their work in addition to achieving degree specialization. It is the policy of the department that the selection of a thesis topic and thesis advisor be a voluntary process that is **initiated by the student**.

### Thesis Advisor

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

### Supervising Committee

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

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

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

### Preparing for Thesis Defense

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

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

### Thesis Defense and Submission

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

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

Information concerning thesis format and submission deadlines is detailed on the Graduate Education website. A student must upload the thesis on the thesis submission page two weeks prior to the final oral examination for an initial format check and to Turnitin for a citation check.

## Doctor of Philosophy Degree Requirements

Students are bound by the requirements of the catalog in force at the time of their first registration. The PhD program requires a minimum of seventy-eight credit hours beyond the baccalaureate degree. Degree plans are stored on the department webpage by catalog year.

### Mathematics Electives

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

### Free Electives

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

Each doctoral student must conduct original research in Mechanical Engineering, under the direction of the faculty advisor and approved supervisory committee.

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

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

**Milestones Agreement Form**

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

**Qualifying Examination**

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

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

Upon applying for the QE, an ad hoc committee will be formed. This committee may overlap with the student's dissertation committee and must have **a minimum of three members, not including the student's faculty advisor**. The student's advisor may be a part of the committee but cannot be a voting member. **Two of the committee members must be from the mechanical engineering department at UTD.** Additional faculty from inside or outside the university may be selected; however, no more than one external member will be approved. A list of three relevant publications will be provided to the student to choose one for their QE. A written summary of the publication will be submitted and utilized by the committee during the oral defense. The oral defense will be a 20-minute presentation followed by questions from the committee. The total duration of the oral defense will not exceed 60 minutes. The timeline for the QE is shown in the table below.

| Fall/Spring Timeline | Action Item |
|---|---|
| Weeks 1-3 | Submit QE application and official degree plan |
| Week 4 | Ad hoc committee formed |
| Week 6 | Papers selected by committee forwarded to student |
| Week 10 | Written summary due |
| Week 11 | Oral exam |
| Week 13 | Student is informed of decision |

**Reviewing Qualifying Exam Performance**

Grading will be pass/fail. Students who fail the exam(s) on the first attempt must retake the exam within one year, but preferably by the end of the next long semester. Students failing the second examination will not be allowed to pursue a doctoral degree in the program and will be formally dismissed. Under no circumstances will a third examination be allowed.

All requests to review or challenge exam results should be submitted in writing to the graduate program administrator within one week after receiving notification of the QE results. The ad hoc committee will respond within one week of receiving the appeal with a final decision.

**Supervising Committee**

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

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

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

**Comprehensive Exam/Dissertation Proposal**

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

The student must set the exam date with the agreement of the committee members and submit the Request for Comprehensive Examination form to the graduate program administrator. After the student presents their dissertation proposal, the supervising committee will determine whether the student is adequately prepared and can conduct independent research and sign the Comprehensive Examination Report form. The student or research advisor will submit the form to the graduate program administrator.

Students who fail the first attempt must re-defend before the end of the following semester. Students who fail the oral defense a second time or who fail to hold the defense prior to the end of the following semester will be dismissed from the program. A student must pass the comprehensive exam at least one semester before the Final Exam.

**Final Exam/Doctoral Dissertation**

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

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

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

**Graduate Transfer Credit Policy**

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

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

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

**Time Limits**

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

**Leave of Absence**

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

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

**Catalog Policy**

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

**Add/Change Concentration Area (Sub-Plan)**
All requests to change a student's sub-plan in Galaxy must be approved by the graduate program administrator on the Change of Sub-Plan Request Form.

**Academic Standing**
Registration in the graduate program beyond the first semester is contingent on the students' being in good academic standing based on three main factors:

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

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

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

**Graduate Grading and Grade Point Average**
The following grading scale is used in all graduate coursework at the University:

| GRADE | GRADE POINTS PER SEMESTER HOUR | DESCRIPTION |
|---|---|---|
| A | 4.00 | |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.00 | |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.00 | |
| F | 0.00 | Failure of either a Pass/Fail or Graded Course |
| I | Incomplete | Grades of I, P, & W do not produce grade points |
| P | Pass | Grades of I, P, & W do not produce grade points |
| W | Withdraw | Grades of I, P, & W do not produce grade points |

## Internship and Career Advising

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

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

## Graduation

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

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

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

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

## Post-Graduation

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

Connect with us on LinkedIn, Instagram, and Facebook.