

**Procedures and Policies for Graduate Assistantships  
and  
M.S. Graduation Requirements  
in the  
Department of Mechanical Engineering  
(modified: 2001 Fall Semester)**

**1. Graduate Assistantship**

**1.1. Application and Award Procedure for Graduate Assistantships:**

**1.2. M. S. Graduate Assistantship Requirements:**

**2. M. S. Program:**

**2.1 Minimum Course Work Requirements**

**2.2 Graduation Requirements**

**1. Graduate Assistantship**

Graduate Assistantship (GA) refers to any assistantship provided by the department varying from 10 hrs/week(Mini-GA) to 20 hrs/week(full-GA).

**1.1. Application and Award Procedure for Graduate Assistantships:**

1. All full-time MECH/INSE graduate students are eligible to apply.
2. Priority will be assigned to the applications as follows.
  - a) Assistantships will be awarded for a period of one semester only. Applications from Ph.D. students will have higher priority than applications from M.S. students. For M.S. students, higher priority will be given to those who are working with an advisor on a thesis. The following limits apply to award of Graduate Assistantships.
    - i) Assistantship for Ph.D. students will not exceed three (3) years (6 Semesters)
    - ii) Assistantship for M. S. students will not exceed three (3) Semesters
  - b) At the same rank, priority order will be defined by the applicant's combination score to be computed from: the applicant's current academic standing (GPA), previous term work performance, advisor's recommendation and departmental seminar attendance.
  - c) Applicants are required to submit a written application to the Departmental Graduate Program Coordinator. Application deadline is:
    - i) 4:00 pm April 15 for the following Fall Semester
    - ii) 4:00 pm November 15 for the following Spring Semester

## 1.2. M. S. Graduate Assistantship Requirements:

1. Work performance and hours
  - a) 20 hrs/week for full GA
  - b) 10 hrs/week for Mini GAUnsatisfactory performance of assigned duties can result in immediate termination of the Assistantship.
2. At a minimum, all students supported by an Assistantship must make progress toward a degree at the following rates of course completion and maintain a GPA of at least 3.0 in all MECH/INSE courses.
  - 1<sup>st</sup> Semester: 9 hrs MECH/INSE
  - 2<sup>nd</sup> Semester 9 hrs MECH/INSE + MECH/INSE 7996 for thesis option  
12 hrs MECH/INSE for non-thesis option
  - 3<sup>rd</sup> Semester 6 hrs MECH/INSE & 3 hrs MECH/INSE 7996 for thesis option  
9 hrs MECH/INSE & 3 hrs MECH/INSE 7992 for project
3. It is expected that all students supported by Assistantships will complete requirements for graduation in time to graduate at the end of the 3<sup>rd</sup> semester.

## 2. M. S. Program:

### 2.1 Minimum Course Work Requirements

3 hrs MECH 7341, 3 hrs MECH 7342

#### **Thesis Option (30 hrs)**

6 hrs MECH 7996

12 hrs of MECH 7000

6 hrs from following list

MECH any 6000 MECH/INSE

ENGR: any 7000 MECH/INSE, CIVL, EECE, BIOM

MATH: 7261, 7321, 7355, 7375, 7721

SCIENCES: CHEM 7211, 7414,

PHYS 7100, 7200, 7220, 7300, 7520

#### **Non-Thesis Option (33 hrs)**

3 hrs MECH 7992

15 hrs MECH 7000

9 hrs from following list

MECH 7900 required every semester for every full-time MECH Graduate Student.

### 2.2 Graduation Requirements

Coursework used to satisfy degree requirements must:

- result in a cumulative GPA of at least 3.0
- be assigned Quality Points of at least 2.0
- except for up to 6 hrs, be assigned Quality Points of at least 3.0

#### **Thesis Option**

Thesis Defense & oral exam

#### **Non-Thesis Option**

Project presentation and Oral exam

(NOTE: Thesis committee or project committee to be comprised of at least 3 members of the graduate faculty. The committee chair must be a regular full-time faculty member)