Graduate Student Handbook

# Table of Contents

About UW Mechanical Engineering ........................................................................ 4  
Degree Programs..................................................................................................... 4  
Research Interest Groups....................................................................................... 5-6  
UW NetID ............................................................................................................... 7  
Husky Card ............................................................................................................ 7  
U-Pass ..................................................................................................................... 7  

## How to Register

PhD student Registration......................................................................................... 8  
Master’s Student Registration .............................................................................. 8  
  Obtaining Entry/Faculty Codes........................................................................... 9  
  Time Conflicts.................................................................................................... 9  
  Registration Periods.......................................................................................... 9  

## PhD Degree Requirements and Procedures .................................................... 10  
  PhD Entry- Pre-Master’s Students (Direct PhD).................................................. 11-12  
  PhD Entry/Post MS-Non-UW MS degree............................................................. 13  
  PhD Entry/Post MS-UW MS degree .................................................................. 14  

## ME Qualifying Exam Policy ........................................................................... 15-21  
  When to take the Exam...................................................................................... 15-16  
  Qualifying Exam Format..................................................................................... 16-19  
  Exam Evaluation and Outcome ......................................................................... 19-20  
  Useful Tips........................................................................................................ 21-22  

## PhD Supervisory Committee .......................................................................... 23  

## PhD General Examination Policy ................................................................... 24-27  
  Scheduling the General Exam.......................................................................... 24-25  
  Taking the General Exam.................................................................................. 25  
  PhD General Exam Checklist .......................................................................... 26  
  Reading Committee............................................................................................ 27
About UW Mechanical Engineering

Mechanical engineering is the broadest of all engineering disciplines. We team up with a wide variety of scientists and engineers on work that spans countless disciplines—from energy and fluid mechanics to dynamics, combustion, vibration, design, manufacturing processes, systems modeling and simulation, mechatronics, robotics, mechanics of materials, rapid prototyping, and composites.

The Department of Mechanical Engineering at the University of Washington embodies the collaborative, interdisciplinary spirit of our field. Working with other departments, schools, and universities, we focus on the integration of technological systems to solve practical problems in our teaching and research.

Degree Programs

- **Bachelor of Science in Mechanical Engineering (BSME)**
  Prepares students for diverse careers in engineering or industry, or for graduate work.
- **Master of Science (MSME)**
  Prepares students with a high level of technical competence for careers in research or industry, or further graduate study.
- **Master of Science in Engineering (MSE)**
  An interdisciplinary program for those whose research crosses traditional areas of study.
- **Doctor of Philosophy (PhD)**
  Intensive research prepares students for advanced-level professional careers in academia and industry.
Research Interest Groups

The faculty is organized into interest groups according to research specialty. Mechanical Engineering Faculty conduct research, both individually and in collaboration with other faculty in ME and other departments, in four thrust areas:

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<tr>
<th>Interest Group</th>
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<td>Environmentally-Sensitive Energy Conversion</td>
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<td>Health Systems &amp; Biotechnology</td>
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<td>Mechatronics</td>
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<td>Advanced Materials, Structures &amp; Manufacturing</td>
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<td>Energy and Fluids</td>
<td>Energy conversion</td>
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<td>Acoustic monitoring</td>
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<td></td>
<td>Design for environment</td>
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<td>Energy usage</td>
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<tr>
<td>Aliseda, Alberto Emery, Ashley Gao, Dayong</td>
<td>Microelectromechanical systems</td>
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<td>Kramlich, John Malte, Philip Mescher, Ann</td>
<td>Electronic cooling</td>
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<td>Polymer processing</td>
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<td>Mechanics of Materials &amp; Manufacturing</td>
<td>Energy Harvesting, storage for future airplanes</td>
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<td>Lightweight materials</td>
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<td>Boechler, Nicholas Ching, Randal Chung, Jae-Hyun Ganter, Mark Kumar, Vipin Li, Jiangyu Mamidala, Ramulu Sniadecki, Nathan Taya, Minoru Tuttle, Mark Veress, Alex Wang, Junlan</td>
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<td>Smart materials</td>
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<td>Sensors/ actuators</td>
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**Research Centers**
- Center for Advanced Materials in Transport Aircraft Structures
- Center for Intelligent Materials and Systems
- Northwest National Marine Renewable Energy Center

**Progressive Technologies**
- Additive manufacturing and rapid prototyping
- Advanced composite materials
- Biotechnologies, biomechanics and human movement
- Clean, renewable and alternative energies
- Controls, robotics and system dynamics
- Electrochemical and microsystem engineering
- Fluids, microfluids, electrofluids and biofluids
- Innovation in health and biomedical device development
- Nanotechnology in advanced materials and sensors
- Photonics – imaging and display technologies
New Student Immediate Action Required

- **UW Net ID**
  UW NetID stands for University of Washington Network Identification. Your personal UW NetID (and its password) provides access to many UW online services including MyUW and UW Email. Your UW NetID verifies who you are, ensures the privacy of your personal information, and restricts the use of UW resources to authorized users. If you decide to become a UW student, your NetID will also be your UW email username and will remain with you throughout your UW career. Students can establish their UW NetIDs by visiting: [www.washington.edu/itconnect/security/uw-netids/about-uw-netids/](http://www.washington.edu/itconnect/security/uw-netids/about-uw-netids/).

  In general, your UW NetID is permanent and cannot be changed except in rare circumstances. For more information, please contact the UW-IT Service Center at 206-221-5000 or email help@uw.edu.

- **Husky Card**
  The Husky Card is the official identification card for members of the UW community. It provides access to a variety of services and opportunities, including access to campus libraries. You can obtain your Husky Card at the Husky Card Account & ID Center at any time during office hours. You will need to have your student ID number and U.S. state- or federally-issued photo identification with you (such as a driver's license or passport).

- **U-Pass**
  The Husky Card contains an embedded RFID microchip processor that communicates with card-reader equipment. U-PASS members need a Husky Card to use U-PASS on transit. The smart chip functionality will only be activated for those who have been billed for U-PASS privileges. Once activated, hold the card to ORCA card readers for full fare coverage. You should see a green light and hear a beep. Visit UW Commuter Services for more details about using your Husky Card for transit.
How to Register

PhD Students:
Before you can register for classes, you must have already established a UW NetID. If you have not done this already, you may create UW NetID now: https://weblogin.washington.edu/.

All PhD students will register by using your UWNNetID and password to access your MyUW page. From there, register for classes by using the five-digit schedule line number (for some courses, a five-digit entry or faculty code is also needed). For the details for the registration process, please see: www.washington.edu/students/reg/regprocess.html.

Master’s Students:
Our Master’s degree is a self-sustaining or fee-based program which administered through the UW Professional & Continuing Education (UW PCE) office. Master’s students will register for courses and pay tuition through the UW PCE office. Students will receive the registration form each quarter when the registration period is opened. UW PCE registration occurs through a transfer process coordinated between UW PCE Registration and UW Registration. For this reason, there may be a delay (1-2 business days) in the ability to view your enrollment through MyUW.

Registration Services Department of UW Professional & Continuing Education
Email: uweoreg@pce.uw.edu
PO Box 45010
Seattle WA 98145-0010
Fax (206) 685-9359  Phone (206) 543-2310
**Obtaining Entry/Faculty Codes**

Some courses require entry codes. Specific instructions for obtaining entry codes are available in the course notes section of each course listing in the UW Time Schedule.

For courses requiring faculty codes (independent study, thesis, and dissertation), please contact the Graduate Academic Adviser at megrad@uw.edu.

**Time Conflicts**

You may not register for two courses that meet at the same time or for courses with overlapping meeting times. If you want to add a course that conflicts with another, students must complete this Registration Transaction Form: [http://depts.washington.edu/registra/forms/regtranform.pdf](http://depts.washington.edu/registra/forms/regtranform.pdf).

- If the overlap is one hour or less per week, obtain the verbal approval of both instructors.
- If the overlap is more than one hour per week, you must obtain the signatures of both instructors.

**Registration periods**

Registration periods are used to control when certain groups of students can register for certain classes.

- Period 1 is the time when currently enrolled students register.
- Period 2 is the time when new students register.
- Period 3 is the first week of classes.

The dates for these periods each quarter can be found in the Academic Calendar: [www.washington.edu/students/reg/calendar.html](www.washington.edu/students/reg/calendar.html).
PhD Degree Requirements and Procedures

When Master's is from UW or for students on Direct PhD

- 42 credits of numerical graduate level course work earned at UW
- 27 credits of research earned while a PhD student (ME 800)
- 21 additional credits of research and/or course work
- 90 total number of credits required to earn PhD

When Master's is from Approved, Accredited University

- 30 credits of course work applied from previous approved Master’s Degree
- 27 credits of research earned at UW (ME 800)
- 18 credits of 500-level numerically graded course work at UW
- 15 additional credits of research and/or course work earned at UW
- 90 total number of credits required to earn PhD

PhD Departmental Requirements can be found at the ME Website at: www.me.washington.edu/students/grad/phdreqs.html

PhD Graduate School Requirements can be found at the Graduate School Website at: www.grad.washington.edu/oolicieslindex.shtml
PhD Entry- Pre-Master’s Students (Direct PhD)
For students who have not already earned a Master's of Science degree, the requirements are:

1. **Curriculum Requirements:** 90 total credits. Of these, at least 42 credits must be in numerically graded course work. A maximum of 12 of these credits may be in 400 level courses, and the remainder must be in 500 level courses or above. 18 of these credits must be taken in 500 level Mechanical Engineering courses.

2. The remaining 24 course credits may be from other departments. These courses should be closely related to the student's overall plan, and must be drawn from the following departments unless waived by the Graduate Program Coordinator (GPC):

   - Engineering departments (BioE, A&A, ChE, CEE, CSE, EE, INDE, MSE, NucE)
   - Mathematical and computational sciences (Math, AMath, Stat)
   - Physical sciences (AtmS, Chem, Gphys, Ocean, Phys)
   - Approved biological sciences

**No seminar credits can be counted towards either the 90 total credits** requirement or the 42 credit coursework requirement. The 42 credits must include 6 credits for the required ME 564 and 565 mathematical and engineering analysis sequence. In addition, at least 3 credits of computational or numerical analysis must be taken from the following list of approved courses (or from an approved plan of individual study conducted as part of thesis research):

**Computational or Numerical Analysis, one course from this list:**

- AA540
- AA543
- CEE 504
- AMATH 581
- AMATH 584
- ME 578
- ME 535
- ME 599 Voxel Model
- ME 599 Computational Methods in Biomechanics
Direct PhD students have the option of receiving an MSME or MSE degree when they have completed 42 credits of coursework. To do so, they must satisfy all the requirements for either the MSME or MSE non-thesis degrees listed on the departmental website. Students must also have taken the qualifying exam for the first time, although they do not need to have passed it at this point. Students who are admitted into the Direct PhD program and then change their minds and decide not to earn a PhD, will still be required to take the qualifying exam before earning the MSME or MSE degree. To learn more about this procedure students must see the Graduate Academic Adviser (megrad@uw.edu).

Note that the Graduate School imposes additional requirements (e.g., no credits older than 10 years can be applied to a PhD degree, etc.). It is the responsibility of the student to be aware of all the Graduate School Doctoral Degree policies: www.grad.washington.edu/policies/doctoral/requirements.shtml.

3. **Coursework.** In their first year of study, PhD students are recommended to complete two to three graduate courses per quarter as approved by their faculty advisor.

4. **Seminar Requirement.** Full-time PhD students must register for a seminar course (1 credit minimum) every quarter throughout the entire PhD program. The default seminar course in the ME Department is ME 520. The quarterly registered seminar course may be offered by other UW engineering or applied math programs. The seminar requirement is waived for EDGE students and part-time students (students registered with 1 to 9 credits).

5. **Advisor and Research.** New students must identify an initial advisor during their first quarter on campus. They must conduct initial research under the direction of the advisor during the period leading up to the Qualifying Exam. This requirement applies even if the student holds a teaching assistantship (TA).
PhD Entry - Non-UW Master’s Degree Earned

For students who earned MS degree but not at the UW, the degree requirements are:

1. **Curriculum Requirements**: 90 total credits (30 credits earned in MS degree could be applied to this 90 credit total). Of these, at least 18 credits must be in numerically graded coursework at 500 level or above. No seminar credits can be counted towards either the 60 total credit requirement or the 18 credit coursework requirement.

Note that the Graduate School imposes additional requirements (e.g., no credits older than 10 years can be applied to a PhD degree). It is the responsibility of the student to be aware of all the Graduate School Doctoral Degree policies.

2. **Coursework**. In their first year of study, PhD students are recommended to complete two to three graduate courses per quarter as approved by their faculty advisor.

3. **Seminar Requirement**. Full-time PhD students must register for a seminar course (1 credit minimum) every quarter throughout the entire PhD program. The default seminar course in the ME Department is ME 520. The quarterly registered seminar course may be offered by other UW engineering or applied math programs. The seminar requirement is waived for EDGE students and part-time students (students registered with 1 to 9 credits).

4. **Advisor and Research**. New students must identify an initial advisor during their first quarter on campus. They must conduct initial research under the direction of the advisor during the period leading up to the Qualifying Exam. This requirement applies even if the student holds a teaching assistantship.
PhD Entry – Master’s Degree Earned at UW

For students who have earned an MS degree at the UW, the requirements are:

1. **Curriculum Requirements:** 90 total credits (42 credits earned in the MS degree will be applied to this 90 credit total). The course credits earned in the MSME and MSE programs is sufficient to satisfy the PhD course work requirement. No seminar credits can be counted towards the 90 total credit requirement.

   Note that the Graduate School imposes additional requirements (e.g., no credits older than 10 years can be applied to a PhD degree). It is the responsibility of the student to be aware of all [The Graduate School Doctoral Degree policies](#).

2. **Coursework.** In their first year of study, PhD students should consult with their faculty advisor to determine if any additional course work is necessary.

3. **Seminar Requirement.** Full-time PhD students must register for a seminar course (1 credit minimum) every quarter throughout the entire PhD program. The default seminar course in the ME Department is ME 520. The quarterly registered seminar course may be offered by other UW engineering or applied math programs. The seminar requirement is waived for EDGE students and part-time students (students registered with 1 to 9 credits).

4. **Advisor and Research.** New PhD students must identify an initial advisor during their first quarter in the program. They must conduct initial research under the direction of the advisor during the period leading up to the Qualifying Exam. This requirement applies even if the student holds a teaching assistantship (TA).
ME Qualifying Exam Policy

When to Take the Exam

Currently, the Department has three different pathways in pursuing a PhD degree: direct entry with a bachelor degree, traditional entry with a non-UW MS degree, traditional entry with a UW MS degree. Timing of the exam is described in detail as follows:

1. **Direct Entry:** Every full-time student in the Department's PhD direct admission pathway is required to take the qualifying exam within two calendar years after his or her entry into the program. Thus, a student entering in autumn 2010 must take the exam no later than spring 2012. A student who has not passed the exam within two and one-half years after his or her entry into the program will be asked to withdraw from the program.

2. **Traditional Entry with a non-UW MS degree:** Every full-time student in this pathway (Ph.D. following a non-UW MS degree) is required to take the exam within one calendar year after his or her entry into the program. Thus, a student entering in autumn 2010 must take the exam during spring 2011. A student who has not passed the exam within one and one-half years after his or her entry into the program will be asked to withdraw from the program.

3. **Traditional Entry with a UW MS degree:** Every full-time student in this pathway (Ph.D. following a UW MS degree) is required to take the exam within one calendar year after his or her entry into the Ph.D. program. Thus, a student entering in autumn 2010 must take the exam during spring 2011. A student who has not passed the exam within one and one-half years after his or her entry into the program will be asked to withdraw from the program. A student in this pathway may take the qualifying exam when he or she is still in the UW MS program.
4. **Part-Time Students:** Part-time PhD students are advised to take the exam when 18 credits of course work has been completed or within two years after his or her entry into the PhD program, whichever occurs first. In other words, if a part-time student takes only one course each quarter (excluding summer), the student should take the qualifying exam by the end of the second year. If the part-time student takes more than one course per quarter, the student will need to take the exam earlier. Occasionally, part-time students may not be able to take the qualifying exam within the suggested time frame. In this case, part-time students may file a petition to the Graduate Education Committee to defer the qualifying exam. Please refer the [Petition](#) section for the procedure. Also please note that the petition may or may not be granted.

5. **Transferred Students** Occasionally, students who have passed a qualifying exam at a PhD granting institution transfer into UW ME PhD program. In this case, the students may file a petition to the Graduate Education Committee to waive or to defer the qualifying exam. Please refer the [Petition](#) section for the procedure. Also please note that the petition may or may not be granted.

**Qualifying Exam Format**

1. The exam is given twice yearly, during the latter parts of the autumn and spring quarters, normally during months of November and May. An applicant who intends to take the exam is required to notify the Graduate Program Coordinator, by email, of his or her intent to do so, by the last day of the first week of the quarter in which he or she is taking the examination. The student must also at this time declare a major interest area from the following three areas:

   - Energy and Fluids
   - Systems and Dynamics
   - Mechanics, Materials and Manufacturing
The two areas that are not the declared major interest area are defined as minor areas.

2. The materials covered in the qualifying exam *major areas* are roughly equivalent to those covered in the following courses:

- Energy and Fluids: ME 323 (thermodynamics), ME 333 (fluid mechanics), and ME 331 (heat transfer)
- Mechanics, Materials and Manufacturing: ME 354 (mechanics of materials), ME 355 (manufacturing processes), and ME 356 (machine design)
- Systems and Dynamics: ME 230 (dynamics), ME 373 (system dynamics 1) and ME 374 (system dynamics 2)

3. The exam has a written component, an oral component, and a minor course requirement. Details of these components are set forth as follows:

- **Written Component** The written component consists of a mathematics section and an engineering section. The mathematics section of the exam will last two hours. The materials covered in the mathematics section are those covered in ME 564 and 565. The engineering section will also last two hours and consists of two questions in the student's declared major interest area. The written component may be open or closed book. Examining faculty will notify the students as to the exam format two weeks prior to the written exam.

- **Oral Component** The oral component consists of questions related to the student's chosen major interest area. The oral component is given to each student individually, by appointment, and is taken in the week following the written examination. It will be given by two faculty members and will normally last one hour.

- **Minor Course Requirement** Each student must take one course in each minor area and pass the course with a minimal grade of 3.3. For example, a student with the Energy and Fluids major must complete one course in the Mechanics, Materials, and
Manufacturing area and one course in the Systems and Dynamics area. The minor courses must be taken after the student’s entry into the UW graduate program. Moreover, no more than one of these two minor courses may be a 400-level course. The course requirement must be satisfied before the student can proceed to his or her General Exam. The minor courses shall come from the following lists:

**Energy and Fluids:**
- ME 507 Fluid Mechanics
- ME 521 Thermodynamics
- ME 529 Advanced Energy Conversion Systems
- ME 531 Conductive Heat Transfer
- ME 538 Advanced Fluid Mechanics

**Systems and Dynamics:**
- ME 469 Applications of Dynamics in Engineering
- ME 470 Mechanical Vibrations
- ME 471 Automatic Control
- ME 547 Linear Systems Theory
- ME 588 Dynamics and Vibrations

**Mechanics, Materials and Manufacturing:**
- ME 440 Advanced Mechanics of Materials and Solids
- ME 501 Modern Manufacturing Processes
- ME 503 Continuum Mechanics
- ME 541 Fatigue of Materials
- ME 551 Elasticity I: Elastostatics
- ME 556 Experimental Stress Analysis I
Exam Evaluation and Outcome

1. Following the completion of the Qualifying Exam, the ME Department Faculty will meet to determine, via a faculty vote, the outcome of the exam for each student.

2. Evaluation criteria to determine outcomes of the Qualifying Exam include (a) the results of the Exam (both written and oral portions), (b) the student's performance in course work (e.g., courses taken and GPA), and (c) the student's progress in research.

3. There are four possible outcomes of each exam: pass, conditional pass, fail with permission to retake, and fail with withdrawal from the PhD program. These four outcomes are described in detail as follows:

- **Pass Exam** Student is asked to continue in the program.

- **Conditional Pass** The student will be asked to continue in the program. The student is, however, generally required to fulfill specified requirements before taking the general exam (e.g., additional courses).

- **Fail with Permission to retake** The student will be asked to retake the exam at the next available offering. The students (including part-time students) must pass the exam in the next available offering to receive approval to continue. Otherwise, the students will be asked to withdraw from the PhD program. Please note that students who fail the exam in their first attempt may not automatically receive this option.

- **Fail and Withdrawal from PhD Program** The student must withdraw from the PhD program. The Department will allow the
student to stay in the program for two quarters as a transition to exit the program. There are two things to note:

- This outcome is possible for students who fail the qualifying exam in their first attempt.
- In compliance with US immigration laws, international students must maintain successful progress toward the degree while in the program. An international student may not be eligible for the two-quarter transition period, if the compliance is violated.

**Petition**

1. Students wishing to ask for a variance or exception to policy should submit a petition to the Graduate Education Committee.

2. The petition should include the following elements:
   - A petition letter carefully addressing (a) reasons for petition and (b) proposed solutions (e.g., deferral exam for 6 months)
   - Documents or physical evidence to support your petition
   - An endorsement letter from your PhD advisor.

3. Please note that the Graduate Education Committee may not grant the petition.

4. An outcome of the qualifying exam is not subjected to petition.
Useful Tips

1. Review previous exam questions on this page: [www.me.washington.edu/students/grad/phd-qual-exams.html](http://www.me.washington.edu/students/grad/phd-qual-exams.html).

2. Do not listen to rumors. If you are not sure about anything related to the qualifying exam, please consult the Graduate Program Coordinator or the Graduate Program Advisor for clarification.

3. The written and oral components of the exam focus on graduate-level understanding of undergraduate materials. Therefore, it is critical to fully understand the materials. A common mistake observed in the past is to work many practice problems without truly understanding the concepts underlying the material.

4. If a student does not pass the qualifying exam the first time, the student does not have an automatic right to retake the exam. In cases the exam results are sufficiently poor, a student may not be allowed to retake the exam.

5. Good scores from the written and oral components of the exam are necessary but not sufficient to pass the exam. Other factors, such as research performance and course grades, are also taken into consideration.

6. It is highly recommended that students take and pass the minor courses before taking the Qualifying Exam, although this is not required. Passing the minor courses with good grades will considerably promote a student's academic credential in the Qualifying Exam meeting.

7. The exact dates of the qualifying exam may vary due to a number of factors, including conflicts with conference dates and University holidays. For planning purposes, the Department tries to keep the following exam schedules roughly the same every year. (The following schedules, however, may not be guaranteed.)
### Typical Autumn Quarter Qualifying Exam Schedule

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<tr>
<th>Written exams</th>
<th>Thursday and Friday two weeks before Thanksgiving holiday</th>
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</thead>
<tbody>
<tr>
<td>Oral exams</td>
<td>Monday through Thursday the week before Thanksgiving</td>
</tr>
<tr>
<td>Faculty evaluate exam outcomes</td>
<td>Friday the week before Thanksgiving</td>
</tr>
</tbody>
</table>

For example, the Autumn 2015 written exam took place on November 12\textsuperscript{th} and November 13\textsuperscript{th}, the oral exam took place from November 16\textsuperscript{th} to 18\textsuperscript{th}, and the faculty evaluation meeting on November 19\textsuperscript{th}, while the Thanksgiving holiday started on November 26\textsuperscript{th}.

### Typical Spring Quarter Qualifying Exam Schedule

<table>
<thead>
<tr>
<th>Written exams</th>
<th>Thursday and Friday two weeks before Memorial Day weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral exams</td>
<td>Monday through Thursday the week before the long weekend</td>
</tr>
<tr>
<td>Faculty evaluate exam outcomes</td>
<td>Friday the week before the long weekend</td>
</tr>
</tbody>
</table>

For example, the Spring 2016 written exam took place on May 12\textsuperscript{th} and May 13\textsuperscript{th}, the oral exam from May 16\textsuperscript{th} to 19\textsuperscript{th}, and the faculty evaluation meeting on May 20\textsuperscript{th}, while the Memorial Day long weekend started on May 30\textsuperscript{th}.
PhD Supervisory Committee

A graduate student is not considered a doctoral student until a Supervisory Committee has been appointed by the Dean of the Graduate School. The Supervisory Committee must be established within two quarters of passing the Qualifying Exam, but in no case less than four months prior to scheduling the General Examination. For more details, please see Graduate School Memo #13.

The Supervisory Committee consists of a minimum of four members, three of whom must be from the Graduate Faculty, including the Chair and the Graduate School Representative (GSR). The Department further requires that at least three members of the committee must be Mechanical Engineering faculty, two of whom must be core faculty.

Core faculty comprises Mechanical Engineering Faculty in all ranks with tenure or tenure-track appointments, and research, emeritus, and joint appointments. Faculty with adjunct and affiliate ranks are not included.

The student and faculty advisor nominate the GSR to the committee, who will represent the Graduate School at all examinations and committee meetings. See Graduate School Memo #13.

The GSR must be from outside the student's department and must hold no joint appointments in the student's program or with the Supervisory Committee Chair. It is very important that the student contact the GSR as soon as possible after the appointment to acquaint him or her with the work in progress.

To request formation of this committee, the student composes an email to the ME Graduate Academic Adviser (megrad@uw.edu) and identifies the Supervisory Committee Chair (or Co-Chairs) and the remaining committee members. In addition, the student should identify the department or company each member represents as well as their email addresses. Prior to sending this email, the student must have contacted each of the proposed members and secured their consent to serve on the Committee.
PhD General Examination

By the end of the second year of PhD study the student should take the General Exam, which centers on the student’s dissertation proposal and his or her qualifications to successfully perform the research. Note that the Department views the failure of full-time students to take the General Exam within four years of entering the program as an indication of inadequate progress towards the degree. The following minimum requirements must be met before the General Exam can be scheduled:

- The student has completed 60 credits (some of these credits may be taken the same quarter of the exam). A minimum cumulative GPA of 3.00 is required for a graduate degree at the University. For more details see Doctoral Degree Requirements.

- The Supervisory Committee should have been in existence for at least four months prior to the exam date.

- The student must have prepared a written dissertation proposal, approved by the Committee members.

- All members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination.

- All UW English requirements must be satisfied. See Graduate School Memo #8.

- The ME Supervisory Committee will determine if study of another language is necessary for the student. The Committee may defer to the minimum language requirement of the department, which is two years of a foreign language in either high school or college, or demonstration of capability in a language other than the native language of the student.

Scheduling the General Exam

- Prior to scheduling the General Exam, the student should notify all members of the Supervisory Committee including the GSR, of the exam date and time. In addition, the student must book a room for the Exam.
• At least three weeks in advance of the exam date the student must formally schedule the General Exam through MyGrad Program.

• The student should write an e-mail to the ME Graduate Advisor (megrad@uw.edu) notifying the department of exact dissertation proposal title. This is necessary so an announcement can be sent to the ME students and faculty.

• The student's transcript is then evaluated to ensure that all minimum Graduate School requirements, with the exception of the dissertation credits and the Final Examination, have been satisfied. If there is a problem or question with an evaluation, the Department will be notified. Occasionally a contingency will be noted on the application in which case candidacy will not be conferred until it has been met. Please note: Full or part-time registration is required the quarter the General Exam is taken and Candidacy is awarded.

• The student will need to pick up the ME warrant in the ME office.

Taking the General Exam

• The oral exam is administered by the Supervisory Committee, and usually centers on the student's oral presentation and defense of his or her dissertation thesis proposal.

• The warrant is signed by the Supervisory Committee after successful completion of the exam. Upon completion of the Exam, students need to return the signed warrant to the ME Graduate Advising Office no later than the last day of the quarter (defined as the last day of exams) in which the student is to receive candidacy. If the warrant is not received by this deadline, candidacy will be awarded the following quarter and registration for that quarter will be required.

• Candidacy will be conferred on the last day of a quarter and certificates are issued by the Graduation Academic Records office approximately 4 months after this date. In addition, the candidacy will be posted to the student's transcripts. For more information see Doctoral Degree policies.
# PhD GENERAL EXAM Checklist

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Deadline</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establishing a Supervisory Committee</strong></td>
<td>Within 1 year after passing the PhD Qualifying exam</td>
<td></td>
</tr>
<tr>
<td>After passing the PhD Qualifying exam, in consultation with their faculty adviser, need to decide which quarter they intend to take the General Exam and who will serve on their Supervisory Committee. To request that the supervisory committee be established, students must send an e-mail to <a href="mailto:megrad@uw.edu">megrad@uw.edu</a>. GPA enters this information into student record and the Graduate School officially appoints the PhD Supervisory Committee electronically.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Requesting for the General Examination</strong></td>
<td>At least 3 weeks prior to the General Exam</td>
<td></td>
</tr>
<tr>
<td>Submit &quot;Request for Scheduling General Exam&quot; to the Graduate School through student MyGrad page confirming the date, time, and place with each committee member. The Graduate Academic Adviser will then receive your request and be able to approve it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparing for the General Exam</strong></td>
<td>Submit copies of your summary to all members of your Supervisory Committee recommended at least 2 weeks prior to General Exam date</td>
<td></td>
</tr>
<tr>
<td>Prepare a written summary describing your dissertation topic and your plan of proposed research. Summary is to include a pertinent literature review and any preliminary results obtained. You will be examined orally on your general area of research interest, and specifically on your proposed plan of research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Announcing the General Exam to Faculty &amp; Students</strong></td>
<td>At least two weeks prior to General Exam</td>
<td></td>
</tr>
<tr>
<td>Notify the Graduate Academic Adviser to announce to faculty and students of your upcoming Exam. Provide the exact title of your dissertation, date, time and location of your General Exam. Department prints warrant for General Exam, placed in student file about one week prior to General Exam. (Students need to pick up this form to your general exam and have the Supervisory Committee sign off on the form to be placed back in your student file.) You must maintain registration as a full- or part-time graduate student for the quarter in which you take the General Exam. Following General Exam, the faculty advisor returns the signed warrant to the ME Graduate Academic Adviser.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It is your responsibility to know the requirements for your PhD degree. See complete Graduate School requirements for the <em>General Exam-Doctoral Degree Policies</em>. You also need to refer to the ME Department’s Graduate Program Guidelines to ensure that you have completed all of the Department’s requirements for your degree.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reading Committee

The Reading Committee consists of at least three members drawn from the Supervisory Committee. It must include at least two core faculty. For more details see Graduate School Memo #13. When the Supervisory Committee Chair determines that the dissertation reflects mastery of research techniques, he or she will recommend the appointment of a Reading Committee through an email to megrad@uw.edu identifying the Reading Committee Chair (or Co-Chairs), the GSR and the remaining committee members. When the committee has been approved, an email from the Graduate School will be sent to the student, and all members of the Reading Committee.

Core faculty comprises Mechanical Engineering Faculty in all ranks with tenure or tenure-track appointments, and research, emeritus, and joint appointments. Faculty with adjunct and affiliate ranks are not included.

Appointment and Responsibilities of a Doctoral Reading Committee

After the General Examination, the Graduate Program Coordinator uses MyGrad Program to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate’s dissertation as a basis for issuing a warrant for a Final Examination and; (c) approve a candidate’s dissertation.
PhD Final Examination

After the Reading Committee has read an entire draft of the dissertation. The entire supervisory committee has agreed that the student is prepared and has approved the student to schedule a Final Examination. The student must schedule the Final Exam through MyGrad Program.

- It is imperative that students familiarize themselves with the Graduate School requirements for Doctoral Degree Policies-Final Examination. Also to this end, students should review the Graduate School Thesis/Dissertation requirements carefully.

- Prior to scheduling the Final Exam, the student should notify all members of the Supervisory Committee, including the GSR, of the exam date, time. In addition, the student must book a room for the Exam. Exams in the ME Building can be scheduled by using the ME Room Reservation Form or by contacting the ME receptionist at merecept@uw.edu.

- The student must then compose an e-mail to the ME Graduate Academic Adviser (megrad@uw.edu) notifying the department of the exact dissertation title. This is necessary so an announcement can be sent to the ME students and faculty.

- During this period, the Graduate School will evaluate the transcript.

Before going to your Final Exam the student must:

- Carefully read and understand the Graduate School’s instructions as explained in the document titled The Final Submission of your Electronic Thesis or Dissertation(ETD): www.grad.washington.edu/students/etd/info.shtml.

- Print the Doctoral Dissertation Reading Committee Approval Form.

- Pick up your ME Warrant from the ME office.
The day of your Final Exam the student must:

- Take the **Doctoral Dissertation Reading Committee Approval Form** to the Final Exam.
- Take the **ME Warrant** to the Final Exam.
- Obtain signatures on the Doctoral Dissertation Reading Committee Approval Form and the ME Warrant.

**Dissertation Defense and Final Submission to the Graduate School**

The Final Exam is a defense of the dissertation, and has two parts: a public presentation, and a closed portion which is open only to faculty members. The Supervisory Committee determines if the student passes the Exam.

Upon completion of the Exam and no later than the last day of the quarter, the student must:

- Return the signed **ME Warrant** to the ME Office.
- Submit the signed **Doctoral Dissertation Reading Committee Approval** Form to the Graduate School.
- Submit the final version of the dissertation to the Graduate School electronically through the **UW ETD Administrator Site**.
- Submit the final version of their dissertation to the ME Department at **megrad@uw.edu**.
- If a student is unable to submit the dissertation by the end of the quarter, they have the option of requesting a Graduate Registration Fee Waiver: **www.grad.washington.edu/policies/general/regwaiver.shtml**.

This option is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period.

**Note:** This option may have an effect on the grace period for student loans becoming due; students should check with their lenders for...
registration requirements before utilizing this option in lieu of registration.

International students must consult with an adviser in the Office of International Students and Scholars to determine their eligibility for this option.

**Eligibility:** Students who completed all degree requirements but needed additional time to format the thesis or dissertation (project papers are not included)

**Important details to remember:**

- Failure to submit any of the above documents or electronic copies of the dissertation by the published deadlines will result in graduation being delayed.

- The degree is conferred the quarter in which the student's dissertation is accepted by the Graduate School.

- Holds may be placed on degrees until keys and equipment are returned.
# PhD FINAL EXAM CHECKLIST

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Deadline</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establishing your Reading Committee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail <strong><a href="mailto:megrad@uw.edu">megrad@uw.edu</a></strong> in order to establish your Reading Committee (minimum 3 members from the Supervisory committee; 2 of the 3 must be core ME faculty)</td>
<td>Prior to scheduling the Final Exam, as soon as the dissertation draft is complete</td>
<td></td>
</tr>
<tr>
<td>Graduate Academic Adviser enters this information into your student record and Graduate School officially appoints Reading Committee electronically.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Submitting Dissertation copies to your Reading Committee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide a dissertation copy to your Reading Committee; you must be registered for a minimum of 2 credits of ME 800 during the quarter in which your dissertation is being read. The document submitted to the Reading committee should be complete but not necessarily in finished format</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Requesting for the Final Examination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit &quot;<strong>Request for Scheduling Final Exam</strong>&quot; to the Graduate School through student MyGrad page confirming the date, time, and place with each committee member. The Graduate Academic Adviser will then receive your request and be able to approve it.</td>
<td>At least 3 weeks prior to the Final Exam</td>
<td></td>
</tr>
<tr>
<td>Department prints warrant for General Exam, placed in student file about one week prior to General Exam. (Students need to pick up this form to your general exam and have the Supervisory Committee sign off on the form to be placed back in your student file.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Announcing the General Exam to Faculty &amp; Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify the Graduate Academic Adviser to announce to faculty and students of your upcoming Exam. Provide the exact title of your dissertation, date, time and location of your General Exam.</td>
<td>At least two weeks prior to the Final Exam</td>
<td></td>
</tr>
<tr>
<td>Department prints warrant for General Exam, placed in student file about one week prior to General Exam. (Students need to pick up this form to your general exam and have the Supervisory Committee sign off on the form to be placed back in your student file.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You must maintain registration as a full- or part-time graduate student for the quarter of the exam and the quarter in which the PhD degree is conferred.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Bring the <a href="#">Doctoral Dissertation Reading Committee Approval Form</a> to your reading committee members to sign it when your dissertation is ready to be submitted. Submit this form to the UW Grad School located at G-1 Communications.</td>
<td>Final day of the quarter by 5:00 pm</td>
<td></td>
</tr>
<tr>
<td><strong>Submit your electronic dissertation</strong> by the last day of the quarter <strong>by 11:59 p.m. on the last day of the current quarter.</strong></td>
<td>Final day of the quarter by 11:59 pm</td>
<td></td>
</tr>
</tbody>
</table>
**Master's Degree Requirements and Procedures**

**MS Degree Course Distribution Requirements:**
A total of 42 credits is required for the Master's Degree. Thesis option students must register for 12 credits of thesis research and 30 credits of related numerically graded coursework. Non-thesis option students must take all 42 credits in numerically graded courses. Numerically-graded Courses (course grades must be 2.7 or above; a minimum cumulative GPA of 3.0 must be maintained for graduation.)

**A.** At least 12 credits for the thesis option and 18 credits for the non-thesis option must be taken in 500-level Mechanical Engineering courses. These must include 6 credits of mathematical and engineering analysis requirements: ME 564 and ME 565.

**B.** At least 3 credits of computational or numerical analysis must be taken from the following list of approved courses (or from an approved plan of individual study conducted as part of thesis research):

**Computational or Numerical Analysis, one course from this list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA540</td>
<td>AA543</td>
</tr>
<tr>
<td>AMATH 584</td>
<td>ME 578</td>
</tr>
<tr>
<td>ME 599 Voxel Model</td>
<td>ME 535</td>
</tr>
<tr>
<td>ME 599 Computational Methods in Biomechanics</td>
<td></td>
</tr>
</tbody>
</table>

**C.** The remaining credits (18 for thesis-option students and 24 for non-thesis option students) may be from other departments, and may include a maximum of 9 credits (12 credits for non-thesis) at the 400 course level (excluding ME 498 & 499). Courses from other departments should be closely related to the student's overall plan, and should be drawn from the following departments:

- Engineering departments (BioE, A&A, ChE, CEE, CSE, EE, IE, MSE, NucE)
- Mathematical and computational sciences (Math, AMath, Stat)
• Physical sciences (AtmS, Chem, Gphys, Ocean, Phys)
• Approved biological sciences

D. Non-thesis option students may substitute up to 9 credits of ME 598 Graduate Projects for 9 credits of numerical graded coursework. The ME Graduate Special Project Registration must be submitted to the ME Graduate Academic Adviser prior to registering for the course. If the project is approved by the Graduate Program Coordinator (GPC), the student must write a research paper under the supervision of a faculty member. The student must also enroll in the course for credits and earn a numerical grade.

**Please note:** For thesis-option students, special project courses like ME 598 and ME 600 do not count toward the 42-credit total.

**Seminars:**

Although there is no formal seminar course requirement for the MS degree, students are expected to attend campus seminars to expand their general knowledge of research in relevant fields. For example, the Department regularly invites prestigious speakers to discuss their latest research in the ME Departmental Seminars. Seminar information can be found under "News and Events" on the Leadership Seminars and ME Seminars pages.

**Full-time Status:**

Full-time status (10 or more credits) may be necessary to fulfill financial aid or visa requirements. On-campus MS students who do not need to maintain a full-time status may register for less than 10 credits. MS students who need to maintain a full-time status have the following options:
MS Degree Thesis Requirements

1. Students in the thesis option need to register for a total of 12 thesis credits: ME 700.

2. By the end of the second quarter in the Master's degree program, students in the thesis option must have: (1) selected their faculty supervisor (2) selected their thesis committee and (3) Submitted their thesis proposal.

The ME Department requires that students who plan to write a thesis have at least three committee members, including the faculty supervisor who serves as Committee Chair. These must be members of the graduate faculty. The Committee Chair must be from the Mechanical Engineering Department core faculty (i.e., all appointments except adjunct and affiliate).1 Alternately, non-core faculty may act as Committee Chair, but in that case the remaining members of the thesis committee must include at least two core faculty members.

3. The thesis proposal should be submitted by the student, to the ME Graduate Adviser before the end of the third quarter of study. Failure to meet this requirement is regarded as unsatisfactory progress in the program. The proposal should include: (1) objective, (2) justification for conducting research, (3) approach and methodology, (4) schedule of work, and (5) estimated cost.

4. During the student’s last quarter, the student must request graduation at: www.grad.washington.edu/mygrad/student.htm, have the written thesis approved by their committee and make the MS presentation (prior to the last day of class instruction) before an audience that includes the committee, other faculty and invited guests.
5. Students are strongly encouraged to familiarize themselves with Graduate School policies about Submitting a Thesis during the beginning stages of research.

6. At least one week before the MS presentation, the student must send an email to megrad@uw.edu with all of these presentation details:
   - Exact title
   - Date, time and room number of the presentation
   - Names (please indicate chair) and email addresses of the committee.

The morning of the presentation, the student must stop by the ME office to pick up their ME warrant. This document (along with any documents required by the Graduate School) will need to be signed by the committee.

After the MS presentation, the student must return the signed warrant to the ME Office. By 11:59 pm on the last day of the quarter, students must submit an electronic copy of their thesis to the Graduate School through this website Final Submission of Your Thesis and he ME Department at megrad@uw.edu.

Students who make their MS presentation but cannot submit their thesis by the deadline should consider applying for the Graduate Registration Waiver Fee.

1 Core faculty comprise Mechanical Engineering Faculty in all ranks with tenure or tenure-track appointments, and research, emeritus, and joint appointments. Faculty with adjunct and affiliate ranks are not included.
MS Degree Graduation Requirements

Important: It is the responsibility of the student and his or her faculty supervisor to make sure that the following procedures are followed, that all forms and papers are properly submitted, and that all deadlines are met. These requirements are not the responsibility of the Department Graduate Program or the Graduate School.

1. Student Status
   Students must maintain registration as a full- or part-time graduate student at the University during the quarter they plan to Graduate. This is a Graduate School policy of final quarter registration: [www.grad.washington.edu/policies/general/final-quarter.shtml](http://www.grad.washington.edu/policies/general/final-quarter.shtml).

2. Graduation Request
   Students must apply for graduation by the posted quarterly dates and deadlines. Graduation requests are valid for only one quarter. If graduation requirements are not met, a new graduation request must be submitted by the student the following quarter. It is the sole responsibility of students to request graduation.

3. Departmental Evaluation
   Students will receive an e-mail when the graduation request has been evaluated by the Graduate School and the Department. It is important that students understand all contingencies (if applicable) outlined in this email. It is also very important that students contact the ME Graduate Adviser if they have any questions about the contingencies or if something is not clear.

4. Warrants
   Mechanical Engineering Department (Non Thesis & Thesis Options). It is the student’s responsibility (Thesis and Non Thesis) to make sure the Warrant is signed and returned to the ME Office by the last day of the quarter.
Non thesis students must contact their faculty adviser and ask them to stop by ME Graduate Advising Office (ME 143) and sign their Warrant.

Thesis students must pick up their Warrant the morning of their MS Presentation. After the Presentation, the student must ask all committee members to sign the Warrant.

5. Graduate School Documents - (Thesis option)
   Thesis students are required by the Graduate School to have their reading committee members sign some additional documents. It is important that students familiarize themselves with the Graduate School’s Final Submission of Your Electronic Thesis or Dissertation (ETD) and follow all these instructions carefully.

   Electronic Submission of Thesis or Dissertation – (Thesis option)
   Students must submit their final thesis or dissertation electronically to both the Graduate School and megrad@uw.edu by posted deadlines. Failure to do so will result in the student’s graduation being delayed.
**Thesis Option Completion Summary**

A total of 42 credits numerically graded credits (excluding seminar credits) are required.

Student Name: _______________________________  SID#____________________

- **Plan of Study Submitted On:** ________________________________
- **Thesis Topic Approved On:** ________________________________
- **Thesis Research:** 12 Credits_____________________________

**500 Level ME Courses: 12 credits:**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Qtr</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 564</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ME 565</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS**

**Other 500 Level Credits: 18 Credits of Graded Coursework:**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Qtr</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

**TOTAL CREDITS**

* A maximum of 9 credits at the 400 level courses, excluding ME 498 & ME 499.

** ME598 and ME600 do not count toward the required credits unless student obtains prior approval from GPC.

*** Computational or Numerical Analysis, One course from the following:

AA540____  AA543____  CEE 504 ____  ME 578____

AMATH 581____  AMATH 584____  ME 535____

ME 599 Computational Methods in Biomechanics____  ME 599 Voxel Model____
Non-Thesis Option Completion Summary

A total of 42 credits numerically graded credits (excluding seminar credits) are required.

Student Name: _______________________________ SID#____________________

- Plan of Study Submitted On: _______________________________

- 500 Level ME Courses: 18 credit:

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Qtr</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 564</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ME 565</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS

- Other 500 Level Credits: 24 Credits of Graded Coursework:

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Qtr</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

TOTAL CREDITS

* A maximum of 12 credits at the 400 level courses, excluding ME 498 & ME 499.
** ME59 and ME600 do not count toward the required credits unless student obtains prior approval from GPC.

*** Computational or Numerical Analysis, One course from the following:
AA540____    AA543____    CEE 504 ____   ME 578____
AMATH 581____ AMATH 584____ ME 535____
ME 599 Computational Methods in Biomechanics____   ME 599 Voxel Model____
Petitions
Students are not encouraged to petition to waive required courses or make substitutions for them. In rare cases, a student may have a compelling argument that a course should be waived or a substitution allowed. In that case, the student fills out the Petition Form and submits it to the Graduate Academic Advisor, who will take it to the Graduate Program Coordinator.

Grievances
Graduate students are encouraged first to try and resolve the problem with the faculty or staff member most concerned through informal conciliation. Together the student and concerned party will work to find a positive solution. If the attempt at an informal resolution within the Department is unsuccessful, the student may submit a petition to the Department Chair. In all cases the student has the option of following the Graduate School’s grievance guidelines: Graduate School Memo 33: Academic Grievance Procedure.

Graduate School Memoranda
The Graduate School Memoranda includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council.

MEGA - Graduate Student Association
The Mechanical Engineering Graduate Student committee is an organization run by graduate students in the department. Our goal is to help graduate students connect with other students in the department by organizing mentoring and other social events. We also work to help facilitate improvements and changes made throughout the department.

Contact at megrsc@uw.edu
Information on Financial Assistance

Forms of Financial Assistance: The department most commonly employs four types of financial assistance for graduate students: (1) Teaching Assistantships (TA), (2) Research Assistantships (RA), (3) Graduate Student Assistantships (GSA), and (4) Fellowships. Specific information on each of these follows.

- **Teaching Assistantships:** The TA appointment requires that you work an average of 20 hours per week for the period of support. As a TA you will work under the supervision of a faculty instructor and you will be assigned to a variety of duties that include leading laboratory or homework review sessions, grading reports, exams, or other homework assignments, tutoring students and possibly assisting in course development or operation of department computer systems. The duties for this appointment will be explained in another document that will describe specific tasks, times, and locations related to your appointment, the supervisor to whom you will report, required training programs, procedures used for evaluation, and any additional details related to the duties required for the appointment.

  If you are an international student who is not a native speaker of English, you must also meet the Graduate School's requirements for English language and spoken English proficiency before you can serve as a TA. Please refer to the Graduate School Memorandum 15. It is your responsibility to meet these requirements, and any TA offer made by the department is contingent on these requirements being met. Please note that this is a University of Washington-wide Graduate School policy, and our department cannot waive these requirements under any circumstances.

- **Research Assistantships:** The RA appointment requires that you conduct research under the direction of a faculty member. This could include research planning, experiment setup and measurements, computational analysis, or theoretical analysis of a problem. Frequently, the research conducted is the research required for the PhD dissertation or MS thesis. The appointment requires that you work an average of 20 hours per week during the period of support. Your duties will be specified by a document similar to that described under the TA appointment discussion.
above. The English Language Proficiency requirements noted above for the TA appointments do not apply to the RA appointment.

- **Graduate Student Assistantships:** The GSA appointment is identical to the TA appointment, except (1) the duties involve general departmental service rather than teaching, and (2) the English Language Proficiency requirement does not apply. This is not a common appointment and is used most often when a student is performing a project or service that is of a general benefit to the department.

- **Fellowships:** Fellowships provide gift funds as cash payments. Fellowships do not involve a service requirement, but students must meet full-time enrollment status while under the fellowship. Fellowships are normally disbursed in three equal installments, at the start of each of the three academic quarters. Fellowships can be awarded in conjunction with assistantships or they can be stand-alone awards.

**Requirements for all Assistantships:**
Your assistantship appointment requires that you study in the Mechanical Engineering Graduate Program, register as a full time student (10 credits per quarter minimum during the autumn, winter and spring quarters and 2 credits during the summer quarter), maintain at least a 3.0 GPA, and perform your Assistantship duties satisfactorily.

If you are a PhD student, you must pass the PhD Qualifying Examination successfully within the time limits. You are expected to attend any orientations and/or training sessions required for your position offered by the ME department and take safety seminar/workshop/training classes offered by UW Environmental Health and Safety if you will be working in laboratories. A list of training classes and online registration can be found at [EH&S Training](#).

**Financial Information:** Assistantship appointments are paid at six different monthly rates depending on whether the appointment is as an RA or a TA/GSA, and also on how far the student has progressed towards earning their degree. The specific pay rate definitions are:
• **Premasters:** All MSME and MSE students and those direct PhD students who have not acquired 42 graded course credits at the UW.

• **Predoctoral I:** Direct and traditional PhD students (excluding those direct PhD students noted in the preceding bullet) who have not passed the General Examination.

• **Predoctoral II:** PhD students who have passed the General Examination and have achieved Candidate status.

Most tuition charges are waived for those on RA/TA/GSA appointments. Students are required to pay about $500 on their own each quarter in infrastructure fees that are not covered by the tuition waiver. Please note that fellowships do not come with a tuition waiver unless it is specifically included, but if a fellowship is awarded along with an RA or TA appointment, then the RA or TA provides the tuition waiver.

**Insurance:** The University of Washington furnishes a Graduate Appointee Insurance Plan that provides student-only full payment insurance for medical, dental and vision for TA, RA, and GSA appointments. The benefit also provides for 50% of the incremental cost of coverage of spouse and/or children. Detailed information regarding this year’s insurance plan (subject to change each year) can be found at [Graduate Appointee Insurance Program (GAIP)](#).

**Collective Bargaining:** The TA, RA, and GSA appointment classifies you as an Academic Student Employee (ASE) and is governed by a contract between the University of Washington and GSEAC/UAW, which is found at [UW/UAW Contract Introduction](#). Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting this appointment. You will be offered an opportunity to join GSEAC/UAW and, as a member, you will pay dues each pay period. If you should choose not to become a member, the contract requires that you pay a service fee.
ME Graduate Student Desk Assignment Guidelines

Overview:
The Department of Mechanical Engineering (ME) strives to provide resources necessary for graduate students to succeed in their respective programs of study. One of these resources is individual desks located in common office areas that are restricted to graduate student use. Because of limited availability, not all graduate students enrolled in the Department during any given quarter may have access to an assigned individual desk. Therefore, the following guidelines have been established to provide guidance on available desks, priority of assignment, frequency of reassignment, and procedures for requesting and reassigning desks.

Priority of Assignment
Desks for graduate students are assigned based on the following prioritizations as well as the date the request is submitted:

**Top Priority:** Full-time, on-campus PhD students and TAs
**Second Priority:** Full-time, on campus RAs or Students with Fellowships or current funding
**Third Priority:** Full-time, on campus ME graduate students.

Desk assignments will be given to students with “Top Priority” first with students in the next two categories to follow. No priority is given to part-time, off-campus, or non-ME graduate students regardless of funding, rank or length of enrollment in the graduate program. No student will be assigned more than one desk.

Students requesting a desk assignment who have health issues or physical disabilities should notify the Graduate Academic Adviser so reasonable accommodations can be made.
**Frequency of Reassignment**

Desks are assigned on a quarterly basis. It is the students’ responsibility to inform the graduate adviser of any change in status that may affect his or her desk assignment. If necessary, an inventory will be taken at the end of each academic quarter (summer included) to determine the need for reassignment of desk space based on change of status.

Students are free to request a change of study space at any time but availability (including waiting list order) and level of priority will determine whether the request can be fulfilled.

**Procedures for Requesting a Desk**

Students not currently assigned to a desk may request a desk at any time. If no desks are available the student will be placed on a waiting list that considers level of priority as well as the date of the request (students move up on the list over time).

All returning ME graduate students will be notified via e-mail of the need to request/renew desks. New students will also be notified but will be assigned desks after returning students.

**Available Space**

The following areas in the ME Building (MEB) and Engineering Annex (EGA) are the locations for graduate student offices:

- MEB 107 16 desks
- MEB 233 13 desks
- EA 151 18 desks
- EA 152 11 desks
Mechanical Engineering Contacts:

- ME Faculty Directory
- ME Staff Directory
- UW Directory

Have feedback about the new website?
Contact the webmaster at mehelp@uw.edu.

General information
Email: merecept@uw.edu
Phone: 206-543-5090
Fax: 206-685-8047

Graduate Academic Adviser
Email: megrad@uw.edu
Phone: (206) 543-7963
Fax: (206) 543-8047

Mailing address
University of Washington
Mechanical Engineering
Stevens Way, Box 352600
Seattle, WA 98195

Directions and Parking
The Department of Mechanical Engineering main office is in the Mechanical Engineering Building (MEB) 143; MEB is located just west and across Stevens Way from the Husky Union Building.

Mechanical Engineering
3900 E Stevens Way NE
Seattle, WA 98195
(206) 543-5090
The Commuter Services site offers information on getting to campus by bus, bike, or on foot.
Driving Directions and Maps

- **I-5 northbound** from Seatac Airport, south of Seattle
- **I-5 southbound** from north of the University District
- **I-90 westbound** from east of Seattle
- **SR 520 westbound** from east of Seattle. **Note: toll road.**

**Parking:** The basic rate for weekday parking on campus between 6 a.m. and 9 p.m. is $15, with prorated refunds if you stay less than 4 hours. See more information on [gatehouse locations](#) and [fees](#).

**Ride the Bus**
**Bus:** More than 50 Metro and Community Transit bus routes serve the University District. See [Bus Routes](#) to find a bus to campus. For timetable information, visit Metro's [trip planner](#) and use HUB as your destination (the HUB is just west and across Steven's Way).

**Bike to Campus**
The UW is recognized as one of the most bicycle-friendly universities in the country. The [Burke-Gilman Trail](#) runs right through UW on the east and south sides of campus, providing several access points to the campus. Resources for finding a bike route to campus:

- [Googlemaps](#) provides bicycle directions. Enter your start and end points and let Google do the rest.
- [Ride the City](#) lets you choose from Direct, Safe, or Safer routes.
- [UW Commuter Services' Route Planning](#) contains additional route planning tools and information.

**Emergency Contact Information**

- Dial 911 for UW Police or for after hour non-emergency service calls, dial 206-543-9331 or 206-685-8973
- University Facilities - 206-685-1411
- Classroom Facilities - 206-543-9900 or by email at classroom@uw.edu