

MECHANICAL ENGINEERING GRADUATE PROGRAM HANDBOOK

FOR STUDENTS STARTING THEIR PROGRAM AFTER/IN FALL 19

UNIVERSITY OF SOUTH FLORIDA

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PREFACE

This handbook outlines the various departmental requirements and proc

PROGRAM OF STUDY

A minimum of six credit hours of additional coursework must be chosen from the four categories shown above. Independent Study is not considered a regular class and is not included in this group. A maximum of six credit hours of Independent Study course offered by the Mechanical Engineering Department and/or 6000-level non-EML coursework may be credited towards a degree. Undergraduate courses will not be count for graduate credit.

A GPA of 3.0 or higher is required for graduation, and no grade below a "C" can be applied towards the graduation. Students should be aware that only courses approved by their graduate advisor and Graduate Program Coordinator will count towards graduation.

Ph.D. DEGREE: This degree requires a minimum of 72 credit hours beyond the baccalaureate degree, of which there must be a225 55.96 TD36hours of loursework mt ohe

doctoral candidacy. The purpose of the Qualifying Examination is to determine if the student has acquired sufficient mastery of the subject matter in all relevant fields on his/her program of study to warrant admission to candidacy for the Ph. D. degree. It should be taken as soon as a student has completed a significant portion of the coursework requirements. Students must apply to take t

examination. The application must include a detailed statement of the courses taken, major and minor areas of specialization and must be submitted before October 15th.

3. Students may request an exemption from any required coursework if they have satisfactorily completed (B or better) equivalent coursework at an accredited institution other than USF.

No student will be allowed to take the examination if the cumulative GPA of all courses taken at USF is below 3.0, have not chosen a major professor and formed a supervisory committee, or is holding conditional or provisional admission status in the program. The examination will be administered by a Departmental Qualifying Examination Committee once a year (typically during February), as needed.

1. Written Examination

- a. Examinations will be given on Mathematics, and student's chosen major and minor areas of specialization. Examinations will be prepared by the qualifying examination committee and will be administered by the Graduate Program Coordinator. Composition of the committee will be rotated among all faculty members and determined by the exam areas to be offered. If at all possible, a Ph.D. advisor will not be involved in the evaluation of her/his students. The length of each examination will be approximately three hours of duration.
- b. The type of written examination, i.e., open book, etc., is at the discretion of the assessor.

2. Passing and Advancement to Candidacy

- a. A student is required to pass the written examination in all three areas (Mathematics, a major area of specialization, minor area of specialization) for advancement to candidacy.

MAJOR PROFESSOR AND SUPERVISORY COMMITTEE

The course of study for all graduate students must be approved by their major professor. Consequently, it is essential for all graduate students to meet the faculty, determine their fields of interest, and select one faculty member as a major professor and others as supervisory committee members. The committee must be approved and appointed by the department chairman or his representative. For the Master's degree with a thesis option, a major professor and two committee members are required. For a Ph.D. degree, a major professor and a minimum of four additional members are required, one of which must be from a different engineering department and one from another college. All students that chose their major professor outside of the department must have a ME faculty member as a co-major professor.

Formation of the supervisory committee must be completed during the first academic year of study. Failure to comply with this requirement may result in the loss of financial aid. Students may make changes to the supervisory committee up until the semester before the graduation semester.

NON-DEGREE SEEKING STUDENTS

Students who are qualified to enroll in specific graduate courses, but who do not intend to work toward a graduate degree may enroll as non-degree seeking students. Non-degree students may enter classes on a space-available basis during the first week of each semester by obtaining the consent of the course instructor and Graduate Program Coordinator. Students must meet pre-requisites of courses in which they wish to enroll. **NO MORE THAN FIFTEEN HOURS OF CREDIT EARNED AS A NON-DEGREE STUDENT MAY BE APPLIED TO SATISFY GRADUATE DEGREE REQUIREMENTS.** The degree-granting college must approve any application of such credit, students must earn a grade of B or better, and the course must be suitable for the program. This track for entering graduate study has been found especially helpful to students in the industry who seek specialized training in specified areas of graduate instruction but are uncertain as to pursuing a degree. Students who miss the deadline for admission to the Graduate Program may also take courses as a non-degree seeking student while their admission to the Graduate Program is being evaluated.

COMPLETION OF THE PROGRAM

All degree-seeking graduate students, excluding students admitted to candidacy, must be enrolled in at least one term (Fall, Spring, Summer) during the previous 12 months. Students who have not enrolled in any of the last three terms will be dropped from their degree program and changed to inactive. Students may reapply to the University by submitting a new application. Applicants will be subject to the admission criteria in effect at that time. Students may request exceptions to this policy, for legitimate and valid reasons, through their Department, College, and the Graduate School.

It is the student's responsibility to apply for graduation through the Mechanical Engineering Department by the posted College of Engineering deadline . Students must also submit a defense announcement to the department at least two weeks before the scheduled defense date. Graduate students must be registered for a minimum of two hours the semester they graduate.

MASTERS DEGREE

- x Before graduating, the MSME with thesis track students must prepare a thesis and present it to the Supervisory Committee. The student must present a typed final

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IMPORTANT CONTACTS FOR GRADUATE STUDENTS

GRADUATE ADMISSIONS

SVC 1036
(813) 974-8800

GRADUATE STUDIES

ALN 226
(813) 974-2846

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OFFICE OF FINANCIAL AID

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ENGINEERING DEAN'S OFFICE

ENB 105
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