ME Graduate Program Handbook

Department of Mechanical Engineering
NDSU Department 2490
Dolve Hall 111
PO Box 6050
Fargo, ND 58108-6050
ndsu.me.gradprogram@ndsu.edu

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Introduction

This handbook describes the Mechanical Engineering (ME) Graduate program at North Dakota State University (NDSU). The ME graduate curriculum, Plan of Study, policies, regulations and procedures applicable to the student pursuing a graduate degree are contained herein. This handbook contains policies and procedures that apply specifically to the NDSU ME Graduate Program and include but are not limited to the policies required by the NDSU Graduate School. Students may also refer to the documentation provided by the Graduate School for additional information regarding the policies and procedures that apply to all graduate students. This document is also intended to:

- Be a resource for graduate students and faculty in the ME Department;
- Provide information related to policies, procedures and forms required by the Graduate School; and
- Help students to design a schedule that will assist them in graduating in a timely manner.

Information about course descriptions, faculty and current research projects can be found on the ME Department website (http://www.ndsu.edu/me/)

Useful Websites for NDSU Graduate Students

- Department of Mechanical Engineering: (http://www.ndsu.edu/nds/me/)
- College of Engineering (COE): (http://www.ndsu.edu/nds/cea)
- NDSU Graduate School: (http://www.ndsu.edu/gradschool/)
- Graduate School forms: (http://www.ndsu.edu/gradschool/graduating_students/forms/)
- Graduate School-ME Department: (http://bulletin.ndsu.edu/graduate/programs/mechanical-engineering/)
- Financial Information: (http://www.ndsu.edu/gradschool/current_students/fellowships_and_awards/#c264658)
- Guidelines for the Preparation of Dissertations, Theses and Papers: (http://www.ndsu.edu/gradschool/graduating_students/dtp/format/)
- NDSU Graduate Bulletin: (http://www.ndsu.edu/gradschool/bulletin/)
- NDSU Policies: (http://www.ndsu.edu/policy/)
- NDSU Equal Opportunity and Diversity: (http://bulletin.ndsu.edu/student-resources-policies/policiestext)
- Admissions Policies: (http://bulletin.ndsu.edu/graduate/admission-information/)
- Privacy of Records: (http://www.ndsu.edu/bisonconnection/ferpa/)
- Bison Connection, service center identification cards, financial aid, tuition, student records, class schedules, etc.: (http://www.ndsu.edu/bisonconnection/)
- NDSU Schedule of Offered Courses: (http://www.ndsu.edu/bisonconnection/schedule/)
- PHD Dissertation Video: (http://www.ndsu.edu/gradschool/graduate_students/dissertation_video/)
NDSU Mechanical Engineering Graduate Program

NDSU’s ME Department offers two graduate degrees in Mechanical Engineering: 1) Master of Science (M.S.) and 2) Doctor of Philosophy (Ph.D.). Mechanical Engineering is one of six engineering graduate programs in the College of Engineering (CoE). The others are Civil and Environmental Engineering (CEE), Industrial and Manufacturing Engineering (IME), Electrical and Computer Engineering (ECE), Construction Management and Engineering (CM&E), and Agricultural and Biosystems Engineering (ABEN).

The mission of the ME Department is to:

- Educate undergraduate and graduate students in the fundamentals of the discipline, prepare graduates (B.S., M.S., or Ph.D.) to effectively function within society in the field of their choice, and provide the learning skills to adapt to evolving personal and professional goals;
- Develop and maintain high quality research programs in traditional and emerging areas that build on the diverse strengths of the faculty, foster interdisciplinary collaborations, and address national and global needs; and
- Serve the needs of the profession, the state of North Dakota, and regional industries, to promote and enhance economic development opportunities.

The goal of the ME Graduate Program at both the M.S. and Ph.D. levels is to educate students in the mechanical engineering disciplines in more depth and breadth than at the undergraduate level. The program allows the graduate to utilize contemporary methods at an advanced level to pursue a professional career in engineering design, development, teaching, research and experimentation. Each student’s Plan of Study is based on their background and career objectives as well as on sound academic practice. The ME faculty members have teaching and research expertise in areas related to:

- Solid Mechanics
- Creep, Fatigue, Fracture and Failure of Engineering Materials
- Thermal and Fluid Sciences
- Energy
- Materials Engineering
- Composites and Sustainable Materials
- Nanomechanics and Nanomaterials
- Biomechanics, Biomaterials and Biofluidics
- Robotics and Control Systems
- Computational Mechanics

Academic programs emphasizing solid and fluid mechanics, heat transfer, combustion, energy, materials control and mechanical systems, biomechanics and biofluids, nano-materials and nanomechanics, and computation mechanics may be developed from courses offered by the ME Program. Students desiring a more general program may combine these emphases and may also combine ME Departmental courses with appropriate interdisciplinary courses from other departments in the COE and NDSU.
1. Admission to the ME Graduate Program

Admission to the ME Graduate Program is granted on a competitive basis. Since the ME Department normally receives many more qualified applications than it can accept, admission standards each year may be higher than the minimum requirements listed below. In general, however, admission is dependent upon the following items:

- Undergraduate GPA and other activities;
- Graduate Record Examinations (GRE) scores (international students);
- TOEFL or IELTS scores (international students);
- Area of interest; and
- ME Faculty members availability to advise students in a particular area of interest.

When a student is admitted, the department expects that the student will graduate in a timely manner. Since admitting a student requires a significant commitment on behalf of the ME faculty, the department believes that it is better to deny admission to a qualified student rather than to admit them and then be unable to offer the support necessary to succeed in graduate school. On the other hand, when a student is admitted, the faculty members in the ME Department are committed to helping them develop the skills needed in the field of mechanical engineering.

1.1 Application Procedure

For general information about Graduate School (GS) admission procedures, see the General Admissions information provided by the Graduate School. ([https://bulletin.ndsu.edu/graduate/admission-information/](https://bulletin.ndsu.edu/graduate/admission-information/))

Prospective students should apply online directly through the Graduate School website. In general, the following items will be required:

- Graduate School application form
- Application fee
- Copies of all undergraduate and graduate transcripts
- Official report of the GRE general test score (international students)
- Official results from the Test of English as a Foreign Language (TOEFL) or International English Language Testing Systems (IELTS) (international students)
- “Statement of Purpose” identifying immediate and ultimate degree objectives, technical areas of interest, and career objectives
- Three letters of recommendation

The Graduate School only processes applications accompanied with the application fee. Once the complete application materials have been received, they will be forwarded to the ME Department for consideration.
1.2 Admission Deadlines

**Fall Semester**
Application deadline for full consideration of available assistantships: Feb 15
Notification of admission/assistantships: Mar 15
Student response required: Apr 15

**Spring Semester**
Application deadline for full consideration of available assistantships: Sept 15
Notification of admission/assistantships: Oct 15
Student response required: Nov 15

**University Requirements:** Applications from U.S. students must be received 1 month prior to registration. For international students: prior to May 1 for Fall Semester and prior to Aug 1 for Spring semester.

1.3 Minimum Admission Requirements

All applicants are expected to have the following minimum requirements:

- B.S. degree or M.S. degree in engineering, math physics or a related field from an institution recognized by NDSU; and
- A minimum GPA of 3.0 (on a 4.0 scale) for admission at full standing; or
- Be earning at least a 3.0 GPA over the past two semesters of graduate studies at an accredited institution.

International students, in addition to the above requirements, are also expected to have:

- A minimum GRE score of 300 (Combined Quantitative and Verbal) with a minimum Quantitative score of 155;
- Minimum scores on the TOEFL or IELTS exams as listed below.

<table>
<thead>
<tr>
<th>TOEFL Paper</th>
<th>TOEFL Computer</th>
<th>TOEFL Internet</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>213</td>
<td>79</td>
<td>6.5</td>
</tr>
</tbody>
</table>

If the number of qualified applicants exceeds the number of graduate student positions available, the requirements to gain admission may exceed those listed above. In special circumstances, a student not meeting the requirements listed may conditionally admitted if they are supported by a faculty member and satisfy the minimum admission requirements set forth by the NDSU Graduate School.

TOEFL/IELTS required for Graduate Teaching Assistantships may exceed those listed above, in accordance with the NDSU English Language Proficiency requirements found in the NDSU Graduate Bulletin.

**Applicants with a Non-ME Bachelor’s Degree:** Applicants who do not have a degree equivalent to a BSME degree can be admitted into the M.S. or Ph.D. programs, but may be required to complete some undergraduate coursework prior to enrolling in graduate courses. Determination of the required coursework will be made by the Graduate Program Coordinator in consultation with the ME Graduate Committee and Department Chair. Students who do not possess an engineering degree from an ABET accredited institution are required to submit GRE scores for consideration of admission into the graduate program.
1.4 Graduate School

The Graduate School has a variety of campus-wide policies and procedures that apply to all students enrolled in a graduate program. Graduate school applicants should initially contact the graduate school to submit their applications. Admission letters will be issued by the Graduate School.

Graduate School Forms:
The following forms may be downloaded from the Graduate School website (http://www.ndsu.edu/gradschool/current_students/forms/)

- Request for Change: Plan of Study or Advisor/Supervisory Committee
- Request to Schedule Examination
- Master and Doctoral Plan of Study
- Continuation of Program/Degree Objective Change
- Request to Withdraw from the Graduate School
- Report of Preliminary Exam (created by the ME Office)
- Report of Final Exam (created by the ME Office)
- Request for Delayed Enrollment
- Request for Reactivation
- Request for Leave of Absence
- Commencement Participation
- Degree Application/Exit Survey

Contact Information

Mailing Address:
NDSU Graduate School
NDSU Dept 2820
PO Box 6050
Fargo, ND 58108

Physical Address:
NDSU Graduate School
106 Putnam Hall
1349 12th Ave NW
Fargo, ND 58102

Email: ndsu.grad.school@ndsu.edu
Phone: 701-231-7033
Fax: 701-231-6524
2. Information for ME Graduate Students

2.1 ME Graduate Program Coordinator

The ME Graduate Program Coordinator (ME-GPC) is responsible for graduate recruitment and admission processes, the graduate curriculum, and to assist students in the academic procedures and policies during their graduate studies at NDSU. Contact information is as follows:

Dr. Ghodrat Karami
Professor and Graduate Program Coordinator
Department of Mechanical Engineering
NDSU Dept 2490
PO BOX 6050
North Dakota State University
Fargo, ND 58108-6050
g.karami@ndsu.edu

The Graduate Program Coordinator is appointed by the Department Chair. Duties include the following:

- Graduate student recruitment and application processes.
- Promote graduate student opportunities in the ME Department.
- Recruit highly qualified student applications, and maintain records of all graduate student applications for admission.
- Maintain familiarity with university and department requirements for admission and assistantships.
- Work with the ME Graduate Committee to review and revise (as necessary) departmental standards for admission.
- Make recommendations for admission and assistantships to the ME Graduate Committee and Department Chair.
- Respond to inquiries from prospective graduate students.
- Oversee graduate program requirements and curriculum.
- Work with ME Graduate Committee to make recommendations regarding graduate curriculum changes, course proposals, and etc.
- Monitor progress of graduate students towards degree completion.
- Advise graduate students on course and curriculum requirements.
- Review and approve Plans of Study and other required forms for graduate students.
- Review and approve, as appropriate, the transfer of credit for graduate coursework, provided that all requirements in the ME Graduate Handbook are satisfied.
- Chair the meetings of the ME Graduate Committee.
- Manage assignment of desks, office space and other resources for graduate students.
- Mediate conflicts between graduate students and faculty.
- Act on behalf of the ME Graduate Committee during the summer, seeking other faculty input when appropriate.
2.2 ME Graduate Committee

The ME Graduate Committee consists of the Graduate Program Coordinator (Committee Chair) and other faculty members from the ME Department. The primary function of the Committee is to develop and implement policies associated with the graduate program, make recommendations concerning graduate student admission and granting of assistantships, and review recommendations from the ME Faculty concerning the course and curriculum development. Activities include, but are not limited to:

- Development of academic goals, policies, and procedures related to the ME graduate program.
- Administration of graduate academic policies and procedures. (graduate admissions, approval of Plans of study, etc.)
- Approval of student petitions for exceptions to ME Department policies.
- Continual review of the graduate curriculum, evaluation of the ability to meet the stated goals, and proposals for needed curricular revisions.

2.3 Major Advisor

All incoming graduate students will be assigned a faculty advisor. Students recruited directly by an individual faculty member in the ME Department will be assigned that faculty member as their advisor. For all other students, the Graduate Program Coordinator will be assigned as their initial faculty advisor, who will assist with the admission process, first-semester course selection, and obtaining a regular major advisor.

A major advisor should be sought by the end of their second semester of study and must be a full or associate member of the graduate faculty in the ME Department. The major advisor, who typically is an expert in the student’s area of interest, will serve as the student’s mentor and will assist the student in preparing their Plan of Study. They will help ensure that the student is making satisfactory progress towards completion of the degree. The major advisor also serves as the thesis/dissertation director and chair of the supervisory committee, provides guidance in the selection of a research topic, and supervises the research project. Students can have a single major advisor or co-major advisors, where multiple faculty members choose to share the advising task.

The ME Department realizes that it is sometimes in the best interest of the student to change advisors. For example, a new student may have selected a major advisor, but later wants to accept a Graduate Research Assistant (GRA) position form another faculty member. In such cases, ethical behavior requires that the student consult with their first major advisor before making a commitment to a new advisor.
2.4 Supervisory Committee

The supervisory committee serves to help guide the student as they investigate their research topic and develops their skills in conducting original research. Since the student’s major advisor and supervisory committee are empowered to help the student develop their technical and research skills to conduct Master’s level or PhD level research, the student is expected to meet with the supervisory committee throughout their graduate studies.

The supervisory committee for a Masters student must consist of at least three faculty members:

- The Major Advisor who chairs the supervisory committee
- A full or associate member of the ME Department graduate faculty
- A faculty member from outside the student’s program, or an NDSU Graduate School approved qualified off-campus expert in the field.

The supervisory committee for a Doctoral Candidate must consist of at least four members:

- The Major Advisor who chairs the supervisory committee
- A full or associate faculty member of the ME Department graduate faculty
- A faculty member from outside the student’s program, or an NDSU Graduate School approved qualified off-campus expert in the field.
- The Graduate School Appointee, who is an NDSU Faculty member from outside the ME Department

The Graduate School appointee should be invited to meetings but is not required to attend. At a minimum, the student must meet with the supervisory committee to present their research proposal no later than one semester before the final defense. Regular meetings with the major advisor and committee members allow the faculty and the student an opportunity to work together in developing their research and technical skills. It also allows the faculty members to keep the student on track for graduating in a timely fashion, as well as refining their Plan of Study as new courses and new interests arise.

Students that fail to meet with their major advisor and/or supervisory committee on a regular basis after the Plan of study has been submitted may indicate to the major advisor that the student is not making progress or has lost interest in pursuing a graduate degree at NDSU.

2.5 Plan of Study

All students must consult with their major advisor and submit a Plan of Study by the end of the second semester of study. After being completed by the student and reviewed by the major advisor, the Plan of Study must be submitted to the ME Graduate Program Coordinator and then to the NDSU Graduate School through the ME Office.
2.6 Support and Funding

Financial support for graduate students may come from the ME Department or through research grants administered by individual faculty members. A full-time assistantship consists of 20 hours/week; graduate assistants on full assistantships are not allowed to work on a second assistantship without prior approval from the Graduate Dean (i.e., 20 hours/week maximum). Any graduate student working 10 or more hours per week may receive a full or partial tuition waiver as well as a salary, subject to the NDSU policies in effect at the time of enrollment. Financial support is available in the form of Graduate Research Assistantships (GRAs), Graduate Teaching Assistantships (GTAs), and Graders.

In order for a student to receive support from the ME Department, they must be a U.S. citizen or have a valid F1 Student Visa one week prior to the beginning of the semester.

GRAs

Funding for Graduate Research Assistantships (GRAs) comes from grants or contracts received by faculty members from various agencies. As a stipulation of these awards, the faculty member(s) is responsible for seeing that the proposed research is completed in a timely manner as well as for assuring quality of the research. GRAs are often paid a base salary, and may receive a tuition waiver as well. Typically, in addition to fulfilling the requirements of the contract, the research funded by the grant serves as the foundation for the student’s thesis or dissertation, providing in-depth knowledge into their particular field of research.

Each faculty member is responsible for selecting their own GRAs. Often, students may start as a GTA or Grader, and then change to a GRA once they identify a faculty member as their major advisor. It is possible, however, that the students with outstanding credentials may enter as GRAs. Prospective students are likewise encouraged to contact faculty members in their areas of interest to inquire about GRA positions.

GTAs and Graders

The ME Department has limited support for hiring Graduate Teaching Assistants (GTAs) and Graders. GTAs may be responsible for teaching lower-level courses or laboratories for the department. Graders are responsible for grading homework, quizzes, exams, etc. for individual courses. In return for their work, they receive a salary and may be eligible for a full or partial tuition waiver if they work 10 hours or more for the department.

To be eligible for GTA or Grader positions, international students must meet English Language Proficiency requirements specified by the Graduate School. The accepted measures of language proficiency are the internet-based TOEFL (ibT) and IELTS. The minimum test score requirements for GTA and Grader positions are listed below.

<table>
<thead>
<tr>
<th></th>
<th>Total Score</th>
<th>Speaking Subscale</th>
<th>Writing Subscale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ibT</td>
<td>IELTS</td>
<td>ibT</td>
</tr>
<tr>
<td>Grader</td>
<td>79</td>
<td>6.5</td>
<td>19</td>
</tr>
<tr>
<td>GTA</td>
<td>81</td>
<td>7.0</td>
<td>23</td>
</tr>
</tbody>
</table>
Students wishing to be considered for a GTA or Grader position must notify the Graduate Program Coordinator at least one month prior to the start of the semester. Most GTA/Grader positions are one-year commitments and are awarded in early March to incoming and returning graduate students. As resources become available, more GTA and Grader positions may become available. The positions are awarded on a competitive basis and the decisions to award them are based upon the students’ GRE scores, TOEFL/IELTS scores, GPA, progress made towards graduation and area of expertise.

All graduate students who receive assistantships from the Department should successfully take and pass any safety training as well as the sexual harassment training as required by the University. NDSU Graduate School withdraws the Tuition Waiver for students who have not completed their training.

2.7 Enrollment Status and Credit Load

Nine credits are considered a full-time graduate load for students not receiving departmental support (assistantship). To receive financial aid, students must be enrolled at least half-time (5 credits). Graduate assistants working 20 hours per week are considered full-time if registered for five or more graduate credits. Federal law requires all international students with a 20-hour per week assistantship to carry at least six credits for full-time status. Loan deferment may also require full or half-time status. Eligibility varies with financial aid programs and students should contact their lender or the Financial Aid Office for requirements.

Students enrolled in less than half time credits (5) and being supported by NDSU may be subject to FICA withholding on their wages. Students should contact the NDSU Payroll Office for information prior to enrolling part-time.

Graduate students wishing to register for more than the standard maximum of 15 credits in a regular semester, need to secure approval from their Department Chair as well as from the Dean of the Graduate School. The request should include, 1) How many credits they in which they are currently registered, 2) How many additional credits in which they wish to enroll and 3) Justification for the request. The Department Chair will review the request, and if approved, will forward it on to the Dean of the Graduate School.

Summer Semester

Summer Semester Credit requirements may vary depending on Financial Aid eligibility requirements. Check with the Financial Aid office to determine the amount of credits in which you are eligible to enroll. Likewise, International students should check with their international programs advisor to verify their eligibility requirements.

Tuition waivers may be available for the summer semester if a student worked enough hours to be eligible for the waiver in the Spring. Students may also be hired on an assistantship during the summer, but must enroll in at least 1 credit and work 160 hours over the summer months.
2.8 Graduate Student Orientation

All new graduate students are encouraged to attend the orientation organized by the Graduate School. There will be a separate ME Departmental orientation at the beginning of each semester and all graduate students are expected to attend.

Office Space

Office space is available on a limited basis to M.S. and Ph.D. graduate students. Students should contact the Graduate Program Coordinator or their major advisor regarding available spaces. Priority will be given to students with research or teaching assistantships.

Should the office space be abused by disrespecting fellow students, misusing department property or negligence, office spaces will be revoked.

Keys/Card Access

Graduate students frequently require keys or card key access to offices, laboratories, and the buildings. The major advisor must approve the requests for card/key access for their student(s) through ME office. The student will be expected to complete all necessary safety training and submit all certificates of completion to the ME Office before access will be granted.

Safety Training Seminars

All graduate students are required to attend any mandatory safety training seminars as provided by NDSU and the ME Department’s Safety Committee.

2.9 Advising and Registration

Each semester, during Advising Week, students will meet with their advisor prior to enrolling in the upcoming semester. An Advising HOLD will be put on each student’s account and will only be removed after they have met with their advisor. Students must check out their advising folders from the ME office before the advising meeting and will not be able to register until this hold has been removed.

Registration for classes, for the most part, should be completed by April 30 (for Fall Semester) and November 30 (for Spring Semester). After these dates courses will be evaluated and those with less than the required minimum enrollment may be at risk of cancellation.

2.10 The Graduate Courses

A list of graduate courses offered by the ME Department can be found in Appendices B and C of this Graduate Handbook. Students might need to register for some cross-listed courses. Cross-listed courses are courses listed in the course catalogs of more than one department. The “home department” of a cross-listed course is the department in which the course is normally taught. A cross-listed course with the ME Department is considered to be an ME Course, regardless of the section in which the student is enrolled.
2.11 ME Department Graduate Series Seminars

To supplement the student’s formal coursework and research experience, the ME Department offers a Graduate Seminar series. All full-time graduate students are expected to attend these seminars. Attendance will be taken at each seminar and will be used as a factor when evaluating students for fellowships, scholarships, and assistantships. The attendance record of all GTAs and GRAs will be reported to the students’ major advisor.

All graduate students are required to enroll in ME Graduate Seminar (ME 790) for three semesters, per degree, during their pursuit of the M.S. degree and/or Ph.D. degree. ME 790 is offered as a 0 credit, required course and grades will be given only as pass/fail.

Seminars will be scheduled, on average, every other week, with approximately 8 per semester. They may be offered by graduate students, faculty members within the ME Department, or by students, faculty, or visiting researchers from outside the department.

Every student is required to attend at least two-thirds of the regularly scheduled ME Graduate program seminars each semester in which they are enrolled to receive a passing grade (unless otherwise noted). In addition, each student is required to present one seminar over the course of the three semesters in which they are enrolled.

Any student who attends less than the required number of seminars may petition the ME Graduate Committee, in consultation with the student’s major advisor, to make up the missed seminars (e.g., by attending seminars offered by other departments).

2.12 Co-op/Internship Work Experience

The ME Department encourages graduate students to pursue cooperative education or internship opportunities when available. However, students who wish to pursue such opportunities should notify their major advisor well in advance of the employment dates so that appropriate arrangements can be made. Prior to acceptance of a co-op/internship opportunity, it is expected that the student will have completed all coursework and a majority of the research, and submitted a draft copy of the thesis or dissertation, unless alternative arrangements have been approved by the major advisor.

2.13 Time Limitations

Graduate study for the Ph.D. degree in mechanical engineering requires a minimum of three years, and more typically four years for full-time study beyond the baccalaureate degree. A student who has a Master’s degree must devote at least one academic year of study towards the Ph.D. degree in residency at NDSU.

Graduate credit for any course work that is more than 7 calendar years old at the time of the final defense cannot be used to satisfy degree requirements for an M.S. degree. Likewise, any coursework that is more than 10 years old at the time of the final defense cannot be used to satisfy degree requirements for a Ph.D. degree.

The final defense must be repeated if the final copy of the approved thesis/paper/dissertation is not delivered to the Graduate School or if any other degree requirements have not been completed within one year of the date of the final defense.

If a period of time, two years or greater, lapses before the final copy is submitted, the student must reapply to the Graduate School, re-defend the thesis and must register for a minimum of two credits. Degree date is based on the date when final copies are submitted to the Graduate School.
2.14 Dismissal from the Graduate Program

The progress of each graduate student will be reviewed by the ME Graduate Program Coordinator, in consultation with the Graduate Committee and the student’s major advisor, each semester. If a student’s progress is unsatisfactory, the student may be subjected to probation or dismissal from the ME Graduate Program.

Conditions for Dismissal

Any graduate student who has completed 12 or more hours of graduate coursework and who has not attained at least a 3.0 cumulative GPA will be subject to probationary status. If the student does not fulfill the 3.0 cumulative GPA requirement in the subsequent semester (following probationary status), the student may be dismissed from the program.

Any student who has completed the formal coursework and/or residency requirements, but is not making satisfactory progress toward the completion of the remaining degree requirements, may be dismissed from the program.

Dismissal Procedure

For any student subject to dismissal, the student’s major advisor and supervisory committee will be consulted prior to making a final decision.

The dismissal is effective at the end of the semester in which the decision is made.

The student will be notified in writing of the potential dismissal within four weeks in which the decision is made.

The student may appeal the decision of dismissal within four weeks of notification by submitting a letter to the ME Graduate Committee.

2.15 Petition to the Graduate Committee

This handbook includes the general policies and procedures for the ME Graduate Program. In rare cases, a student may have legitimate reasons for deviating from these general requirements. In such cases, the student must submit a letter to the ME graduate Committee to request special consideration.

2.16 Leaving the Department

Students are required to return the key(s) for the office, laboratories and building; clean up office/lab spaces; and return any department-owned books, solution manuals, computers, or other equipment. The ME Department also requests contact information from graduates in order to keep a profile of all alumni.
3. M.S. Program in Mechanical Engineering

This section of the graduate handbook is intended to help students enrolled in the M.S. program, their major advisors, and their supervisory committees during the student’s work on their Master of Science Degree in the ME department. This section includes:

- The ME department philosophy and a short description of the M.S. degree program.
- Summary of the roles and responsibilities of the student, their advisor, and their supervisory committee.
- Requirements for the M.S. degree in mechanical engineering.
- List of milestones and requirements a student needs to meet in order to earn an M.S. degree.

The philosophy of the ME Department with the M.S. Program is to empower the student, their major advisor and supervisory committee to tailor the student’s studies according to his/her background, skills, interests, and challenges within the student’s area of interest. The milestones and requirements of the M.S. program are described herein, subject to the requirements of the NDSU Graduate School. It is expected that they will often be expanded as necessary by the student’s major advisor and supervisory committee in order to ensure that the student receives the background they will need upon leaving NDSU.

This philosophy makes it imperative that the student begin working closely with their major advisor and supervisory committee as soon as possible. The student can expect the following:

- The student’s major advisor will typically be an expert in the student’s area of interest and will have the greatest knowledge of what is needed to do M.S. level research in the student’s chosen area.
- The student’s supervisory committee members will typically be experts in related areas, which can provide great breadth of knowledge than one person can provide.

Together, the student’s major advisor and supervisory committee help guide the student towards completion of his/her M.S. degree by:

- Helping to develop the student’s technical skills (i.e. helping to develop a Plan of Study) to the point where he/she has the skills necessary to conduct research at the M.S. level.
- Helping the student learn what is involved in conducting original research at the M.S. level.
- Helping to develop the student’s research skills.

This philosophy places responsibility of watching the student’s progress on the major advisor and the supervisory committee for overseeing the student’s progress, and if necessary, terminating the student’s studies if the student is not making sufficient progress.
3.1 M.S. Degree Options in Mechanical Engineering

Two M.S. Degree options are available in the Mechanical Engineering Department:

- **Thesis Option**, which emphasizes research, the ability to analyze data, and preparation of a scholarly thesis.

- **Comprehensive study option**, which emphasizes a broader understanding of the major area.

The main difference between the two options for an M.S. degree is that the final document developed by the student is a *thesis* under the thesis option and it is a *paper* under the comprehensive study option. Only students enrolled in the thesis option are eligible for GTAs or GRAs in the ME department.

A minimum of 30 graduate credits is required for the M.S. degree at NDSU.

3.2 M.S. Thesis Option Requirements

The MS thesis typically documents the student’s first exposure to the research process. This document often includes:

- Problem statement (the objective, or hypothesis, of the thesis).

- Explanation of present knowledge related to the problem.

- Presentation of the new knowledge created by the student in meeting this objective, or in testing the hypothesis.

The requirements for how thorough and significant the latter two sections must be are determined by the student’s major advisor and supervisory committee. Students who select the thesis option need to work closely with both their major advisor and supervisory committee as they move forward on the research. Significant guidance from the major advisor and supervisory committee is expected since this is often a student’s first exposure to the research process.

**Course Credits (21-24 credits)**

- A minimum of 21 course credits from approved graduate courses is required, with a minimum of 18 from didactic courses (numbered 601-689 and 700-789). The remaining course credits may come from other approved graduate level courses, such as Individual Study (ME 793), Field Experience (ME 795), or Special Topics (ME 696/796).

- Of the required course credits, a minimum of 15 credits must come from graduate level ME courses (600-700 level), with a minimum of 9 credits from 700-level ME courses.

- Of the required didactic courses, at least one must be an advanced mathematics course, and a minimum of two additional core courses must be from the ME curriculum.

  - The mathematics requirement may be fulfilled by taking ME 711 (Advanced Engineering Analysis), or another approved graduate level math course offered by another department (i.e, Math or Statistics).
The two additional required core courses may be selected from the following list (note that the list of acceptable core courses may be amended periodically upon approval by the ME faculty):

- Advanced Dynamics (ME 721)
- Advanced Mechanics of Materials (ME 722)
- Advanced Vibration (ME 729)
- Advanced Thermodynamics (ME 751)
- Heat Transmission I (ME 761)
- Mechanical Behavior of Materials (ME 731)

Substitution to the core courses may be made on an individual basis upon approval of the student’s major advisor, supervisory committee, and the Graduate Program Coordinator or Department Chair. Only didactic, 700-level ME courses may be substituted for core courses. Prior approval is required by both the advisor and the ME Graduate Program Coordinator.

M.S. Thesis Credits (6-9 research credits)

- A minimum of 6, but not more than 9, thesis credits (ME 798) may be applied towards the M.S. degree.

- A typical M.S. thesis in the ME Department requires 6 thesis credits. All graduate students in the Thesis Option are recommended to submit an article to a refereed journal or refereed conference based on their thesis research.

- To be considered for 9 thesis credits to be applied to the M.S. degree, a student must have one article accepted to a refereed journal based on research work performed at NDSU. The student’s major advisor, supervisory committee, and the Graduate Program Coordinator or Department Chair must approve the request for 9 thesis credits.

3.3 Thesis Proposal

The purpose of the thesis proposal is to allow the student to demonstrate their ability to identify a problem in their area of interest and formulate a strategy on how to apply their skills in addressing the problem. At this stage the student is not expected to have any concrete results, but rather an understanding of the problem and how they might approach it.

The thesis proposal is to be both a written and oral presentation on what the student proposes to work on for their M.S. thesis. A 2-5 page written proposal should be delivered to the supervisory committee at least one week before the oral presentation. The oral presentation must be held no later than one semester prior to the final thesis defense. The content of the proposal should include the following:

- Objective of the student’s work, or the hypothesis they wish to investigate.
- Explanation of why this topic is significant.
- Literature review and an explanation of what others have done in the area.
- Explanation of what methods the student proposes to use to attack this problem.
- Speculation on what the results may be.
- Timeline for completion of the work.
3.4 Publication

Students pursuing the Thesis Option are recommended to write and submit a manuscript to a refereed journal, or to a refereed conference (as determined by the student’s major advisor and supervisory committee).

3.5 M.S. Comprehensive Study Option:

The M.S paper (non-thesis) requirement is for students who are more interested in understanding existing knowledge, possibly as the foundation for later work in industry. Exact definitions of what sort of research can result from a Master’s Paper are determined by the student’s major advisor and supervisory committee. Some examples of a paper would be:

- Survey of existing literature in a given area along with an original example demonstrating and contrasting these methods; or
- Development of a new product along with a survey of how it compares with existing devices.

The limited new knowledge developed in the examples above prevents the paper from being a thesis. If, however, the student adds to their work and develops a technique to significantly improve previous methods, the work may be considered an M.S. Thesis. The format for the Master’s Paper typically include the following:

- Problem statement
- Explanation of present knowledge
- Original Example demonstrating or assimilating several existing techniques

Course Credits (27 credits)

- A minimum of 27 course credits from approved graduate courses is required, with a minimum of 21 from didactic courses (601-689 and 700-789). The remaining course credits may come from other approved graduate level courses, such as Individual Study (ME 793), Field Experience (ME 795), or Special Topics (ME 696/796).
- Of the required course credits, a minimum of 18 credits must come from graduate level ME courses (600-700 level), with a minimum of 9 credits from 700-level ME courses.
- Of the required didactic courses, all ME graduate students are required to take at least one advanced mathematics course, and a minimum of two additional core course from the ME curriculum, as noted under the Thesis Option.

Paper Credits (3 credits)

A research paper must be completed as part of the degree requirements. No more than 3 credits of ME 797 (Master’s Paper) may be applied to the degree as part of this requirement.
3.6 Paper Preparation Guidelines

The comprehensive paper is expected to provide evidence that the graduate student has a thorough understanding of a subject related to a field of mechanical engineering. Presenting a quality paper assures that the graduate student has potential as a mechanical engineer to produce similar quality scientific research/design reports in their professional career. The Comprehensive paper requirement is satisfied by completion of a written work that the student’s supervisory committee certifies as providing:

- A good understanding of a fundamental subject in mechanical engineering.
- Representative outcomes of thorough research work accomplished by others or by the graduate student themselves.
- A thorough literature survey on the subject of the paper.
- Evidence of a systematic research/design approach to the subject of the paper.
- Competent use of the English language, good organization, and thorough editing.

In addition, it is expected that the graduate student writes and submits to the major advisor a draft of the paper during preparation for the final defense. The draft will be critiqued by the advisor. The student should revise and edit the paper before submitting the final version to the supervisory committee. There are no specified page requirements for the paper, but it should be highly polished and complete to meet the foregoing required criteria. The guidelines for the paper should adhere to the same NDSU Graduate School guidelines for thesis preparation.

Exceptions to any of the requirements noted above may be granted only upon approval by the student’s major advisor, supervisory committee, and Graduate Program Coordinator or Department Chair.

3.7 M.S. Thesis/M.S. Paper Defense

Each student must present their thesis/paper in an oral defense administered by the student’s major advisor and supervisory committee. At least two weeks prior to the defense, the student will submit the final draft of their thesis/paper to their committee as well as submit a Request to Schedule Final Exam form to the ME Office, for Graduate School approval.

A negative vote by more than one member of the student’s committee will signify failure of the final exam. The student may repeat the exam only upon permission from a majority of their committee. A second attempt may take place at least one month after the failed exam as determined by the committee. Should the exam be failed twice, the student will not be given a third exam except by recommendation of the examining committee, program administrator, and special approval of the Dean of the Graduate School following consultation with the Graduate Council.

The Approval Page required by the Graduate School, will not be signed until all revisions have been approved by the examining committee.

Continuous enrollment is required until all degree requirements are completed, including submitting final copies of a thesis, paper, or dissertation.
## 3.8 Summary of the M.S. Program

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Time Frame</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the Major Advisor and Supervisory Committee</td>
<td>First to Second Semester</td>
<td>To graduate in a timely manner and to begin thinking about, and working on, the paper/thesis topic as soon as possible</td>
</tr>
<tr>
<td>Meet the Major Advisor</td>
<td>Every Semester</td>
<td>Demonstrates progress towards the M.S. degree. Allow the Supervisory Committee and opportunity to: - help develop the student’s research and technical skills; - keep the student ‘on track’ for graduating in a timely fashion; and - refine the student’s Plan of Study as new courses and new interests arise.</td>
</tr>
<tr>
<td>Complete M.S. Plan of Study</td>
<td>Second Semester</td>
<td>A list of courses in which the student needs to enroll in order to be provided with the technical skills needed to conduct graduate level work in the area of interest.</td>
</tr>
<tr>
<td>Develop M.S. Thesis Proposal (Thesis Option Only)</td>
<td>Second or Third Semester</td>
<td>Demonstrate the technical skills needed to conduct Master’s level research in the area of interest: - understanding the problem; - understanding why the problem is significant; - ability to develop a plan for how to solve the problem; and - ability to read the technical literature in the proposal’s subject area.</td>
</tr>
<tr>
<td>Defense of M.S. Thesis Proposal (Thesis Option Only)</td>
<td>At least one semester before the final</td>
<td>For the Thesis Option, the student must present his/her thesis proposal to the supervisory committee at least one semester prior to the final semester</td>
</tr>
<tr>
<td>Journal or Conference Manuscript Submission (M.S. Thesis Option Only)</td>
<td>Final Semester</td>
<td>Disseminate the knowledge obtained for the thesis. Students are recommended to submit a manuscript to a peer reviewed journal or technical conference as determined by the major advisor and supervisory committee.</td>
</tr>
<tr>
<td>M.S. Thesis/M.S. Paper Defense</td>
<td>Final Semester</td>
<td>The student must demonstrate the use of his/her skills to follow through on the plan to complete the research. The purpose of the defense is to evaluate whether or not the student (rather than someone else) completed the research in the paper/thesis, as well as that the quality of the work is worthy of a Master’s level paper/thesis.</td>
</tr>
</tbody>
</table>
4. Ph.D. Program in Mechanical Engineering

This section of the graduate handbook is intended to help students enrolled in the Ph.D. program, their major advisors and their supervisory committees during the student’s work on their Ph.D. degree in the ME Department. This section includes:

- The ME Department philosophy and a short description of the Ph.D. program.
- Summary of the roles and responsibilities of the student, their advisor, and their supervisory committee.
- Requirements for the Ph.D. degree in mechanical engineering.
- List of milestones and requirements a student needs to meet in order to earn their Ph.D. degree.

The philosophy of the ME Department with the Ph.D. Program is to empower the student, their major advisor, and supervisory committee to tailor the student’s studies according to his/her background, skills, interests, and challenges within the student’s area of interest.

The milestones and requirements described herein are intended to be minimal in nature, subject to the requirements of the NDSU Graduate School. It is expected that they will often be expanded as necessary by the student’s major advisor and supervisory committee in order to ensure that the student receives the background they will need upon leaving NDSU.

This philosophy makes it imperative that the student begin working closely with their major advisor and supervisory committee as soon as possible. The student can expect the following:

- The student’s major advisor will typically be an expert in the student’s area of interest and will have the greatest knowledge of what is needed to conduct Ph.D. level research in the student’s chosen area; and
- The student’s supervisory committee members will typically be experts in related areas, which can provide greater breadth of knowledge than one person can provide.

Together, the student’s major advisor and supervisory committee will help guide the student towards completion of their Ph.D. degree by:

- Helping to develop the student’s technical skills (i.e. developing a Plan of Study) to the point where they have the skills necessary to conduct research at the Ph.D. level;
- Helping the student learn what is involved in conducting original research at the Ph.D. level; and
- Helping to develop the student’s research skills (i.e. developing the student’s dissertation proposal for the student’s comprehensive/preliminary exam).

This philosophy places responsibility on the major advisor and the supervisory committee for overseeing the student’s progress and, if necessary, terminating the student’s studies if the student is not making sufficient progress.
4.1 Ph.D. Degree Options in Mechanical Engineering

A minimum of 60 graduate credits beyond the M.S. degree, or 90 credits beyond the B.S. degree is required for the Ph.D. degree in mechanical engineering. In addition, each student must pass a comprehensive qualifying exam, consisting of a written component and an oral component, before being formally admitted to candidacy for the Ph.D. degree. Once the student’s dissertation has been completed, they must pass a final oral examination, focusing on the dissertation, before being awarded the Ph.D. degree. Specific details of the curriculum requirements and examinations for the Ph.D. degree are included below.

M.S./Ph.D. Option: The course and research (Dissertation) credit requirements listed for the M.S. degree must be completed. A student enrolling in the Ph.D. program directly after obtaining a B.S. degree (i.e. without having an M.S. degree) may elect to first obtain an M.S. degree.

Ph.D. Option: The course credit requirements listed for the M.S. degree must be completed. The remaining 6-9 research credits, normally awarded for the completion of an M.S. thesis, may be replaced by any approval graduate level didactic courses.

4.2 PhD Program Requirements

Course Credits

- A minimum of 24 additional course credits from didactic courses (601-689 and 700-789) must be completed, with a minimum of 15 of these credits from 700 level courses.
- Of the required Ph.D. course credits, a minimum of 15 credits must come from graduate level (600-700 level) ME Courses, with a minimum of 9 credits from 700 level ME courses.
- A minimum of 24 research (Ph.D. dissertation) credits must be completed.
- The remaining 12 credits may consist of any approved graduate level credits, including didactic courses, Individual Study (ME 793), Field Experience (ME 795), Special Topics (ME 696/796), or Ph.D. dissertation credits. (ME 899)
4.3 Qualifying Exam

All students admitted into the ME Ph.D. Program must pass a comprehensive qualifying exam before being formally admitted to candidacy for the Ph.D. degree. This examination consists of a written component (qualifying exam) and an oral component (dissertation proposal), and is to be taken after the greater portion of the coursework has been completed.

Written Component

The written exam focuses on the coursework completed by the student during their graduate studies and is taken after the greater portion of the coursework has been completed. In consult with the student’s major advisor, the student will select 3 exams from the following areas:

- One examination covering mathematics and numerical methods; and
- Two additional exams on subjects selected from the following list. This list may be amended periodically upon approval of the ME faculty.
  - Mechanics of Materials
  - Thermodynamics
  - Fluid Mechanics
  - Mechanical Properties of Materials
  - Heat Transfer
  - Biomechanics
  - Dynamics

The ME Department will hold exams once a semester, typically the last full week in October for the Fall semester and the last full week in February for the Spring semester. Each exam will be 3 hours in length and will be administered over a 3 day period (1 exam per day). These exams will be scheduled with the ME Graduate Program Coordinator. All exams will be closed book and closed notes but a reference list will be provided to all students in advance to assist them in preparing for the exams.

Retakes: If a student fails any one of the three written exams, only that exam must be retaken the following academic semester. If the student fails two or more of the exams, they must retake all three exams the following semester. However, the exam can be retaken earlier at the discretion of the student, their major advisor, and the ME Graduate Program Coordinator.

If both attempts to pass the written component of the qualifying exam fail, the candidate may request to take the examination a third time. This request requires the support of the student’s supervisory committee, ME Graduate Program Coordinator, ME Department Chair, and the Dean of the Graduate School.

If a student fails to pass the written component a third time, that student will no longer be eligible to obtain a PhD. degree from the ME program and will be asked to withdraw within one year. If the student does not already possess an M.S. degree in Mechanical Engineering, they will be permitted to complete the requirements for that degree during that one year period.
The Oral Component-Dissertation Proposal

The dissertation proposal represents the oral component of the preliminary examination. This component is typically taken within one academic semester after the student has passed the written part of the qualifying exam.

This oral exam, which is administered by the student’s major advisor and supervisory committee, consists of a presentation and defense of the student’s proposal for their dissertation research. It may also cover material from coursework that is fundamental to the dissertation. At least two weeks prior to the exam, the written proposal should be delivered to the supervisory committee as well as submitting the Request to Schedule Preliminary Exam form to the ME Office for Graduate School approval. The content of the proposal should include the following:

- Objective of the student’s work, or the hypothesis they wish to investigate;
- Explanation of why the intended research work is significant;
- Literature review and an explanation of what others have done in the area;
- Explanation of what methods the student proposes to use to attack this problem;
- Preliminary results or speculation on what the results may be; and
- Timeline for completion of the work.

At the conclusion of the oral exam, the examining committee will record their approval or disapproval of the student’s presentation and defense by submitted the Report of Preliminary Exam form to the ME office for Graduate School approval within 7 days of the exam.

A negative vote by more than one member of the student’s examining committee will signify failure of this exam. Upon permission of a majority of the student’s committee, the student will be allowed to take the oral exam a second time. The examining committee will specify a period of time, not less than 1 month that must elapse before the exam can be repeated. An exception to the time limit may be granted by the Dean of the Graduate School upon consultation with the examining committee members.

If both attempts to pass the exam fail, the student may request to take it a third time. This request, however, will require the support of the supervisory committee, ME Graduate Program Coordinator, ME Department Chair and the Dean of the Graduate School.

Upon successful completion of the Qualifying Exams, the student will formally be admitted to candidacy for the Ph.D. degree.

4.4 Publication

All Ph.D. students are recommended to submit and publish their dissertation research in peer reviewed journals or peer-reviewed technical conferences. (The student’s Major Advisor and supervisory committee will recommend the name or type of journals or conferences in which to publish.)
4.5 Dissertation Video

The NDSU Graduate School requires Doctoral students to submit a 3 minute video summarizing their dissertation research for a lay audience. The video requirement must be completed prior to submitting your dissertation to the Graduate School. The disquisition processor will not review your dissertation until your video has been submitted.

Students will have the option to sign a Dissertation Video Release form which is necessary to allow NDSU to publicly use their video. These videos are stored in NDSU’s Libraries Digital Repository. If a student chooses not to sign the release form it will not be uploaded to the Repository, but it will still satisfy the video requirement.

To Schedule Your Video:

- Attend the **Required Workshop** – 1-2 Semesters prior to filming the video
- Schedule your **Recording Session** – before the Final Defense

More information: [www.ndsu.edu/gradschool/graduating_students/dissertation_video/](http://www.ndsu.edu/gradschool/graduating_students/dissertation_video/)

**Department Requirements**

- PHD students must complete the Dissertation Video prior to their Final Defense
- Students must request a copy of their video and submit it to their advisor for review. The advisor must sign the Checklist in the student’s file, indicating that they have reviewed the video and also giving their approval/disapproval of the video’s release to NDSU.
  - If the video is approved by the advisor, the student may then choose to sign the Graduate School’s Dissertation Video Release form.
  - If the advisor does not approve of the video’s release, no further action is required. The video does not have to be approved to fulfill the Graduate School requirement.
  - Students cannot sign the Dissertation Video Release until the Advisor has approved the release of the video to NDSU for public use.
- If the student does not have an approval signature in their file, then the video has not been completed and the Disquisition Approval Page will not be signed by the ME Department Chair.

4.6 Dissertation Defense

Each student is required to pass an oral final defense, which is administered by their supervisory committee, after all coursework and the dissertation have been completed. This examination will be concerned primarily with the dissertation, but it may also cover material from coursework, especially those courses fundamental to the dissertation.

At least one academic semester must elapse between the preliminary and final exams.

Request to Schedule the Final Exam form must be submitted through the ME Office for Graduate School approval at least 2 weeks prior to the date of the exam.
At the conclusion of the final exam, the supervisory committee will record, their approval or disapproval of the student’s final exam by submitting the Report of Final Exam to the ME office for Graduate School approval within 7 days of the exam.

A negative vote by more than one member of the student’s supervisory committee will signify failure of this exam. Upon permission of a majority of the supervisory committee members, the student will be allowed to take the exam a second time. The supervisory committee will specify a period of time, not less than 1 month that must elapse before the exam can be repeated. An exception to the time limit may be granted by the Dean of the Graduate School upon consultation with the supervisory committee members.

If both attempts to pass the exam fail, the student may request to take the exam a third time. This request, however, will require the support of the supervisory committee, ME Graduate Program Coordinator, ME Department Chair and the Dean of the Graduate School.

4.7 Summary of Ph.D. Program

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Time Frame</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the Major Advisor And Supervisory Committee</td>
<td>First to Second Semester</td>
<td>To graduate in a timely manner and to begin thinking about, and working on, the dissertation topic as soon as possible.</td>
</tr>
<tr>
<td>Meet with Supervisory Committee</td>
<td>Each Semester</td>
<td>Demonstrate that progress is being made towards completion of Ph.D. requirements and allow the supervisory committee an opportunity to: - Help develop the student’s research and technical skills; - Keep the student on track for graduating in a timely fashion; and - Refine his/her Plan of Study as new courses and new interests arise.</td>
</tr>
<tr>
<td>Complete Ph.D. Plan of Study</td>
<td>Second Semester</td>
<td>Make sure that the courses in which the student enrolls will provide the technical skills needed to conduct Ph.D. level research in student’s area of interest.</td>
</tr>
<tr>
<td>PhD Qualifying Exams: Written Part</td>
<td>After the Majority of Coursework has been completed</td>
<td>The student demonstrates that he/she has the technical skills necessary to conduct Ph.D. level research in his/her area of interest.</td>
</tr>
<tr>
<td>PhD Qualifying Exam: Oral Part</td>
<td>Typically one semester after passing the written exam</td>
<td>The student demonstrates the following: - he/she has an understanding of the proposed problem; - he/she understands why the proposed problem is significant; - he/she has developed a plan for solving the proposed problem; and - he/she has read the technical literature in the area of interest.</td>
</tr>
<tr>
<td>Publication in Peer Reviewed Journals</td>
<td>Prior to Final Examination</td>
<td>To disseminate the new knowledge developed through the research and to demonstrate that the work is respected by external reviewers.</td>
</tr>
<tr>
<td>Defense</td>
<td>Final semester (at least one semester following Dissertation Proposal)</td>
<td>The student is able to use his/her skills and follow through on the plan to complete the research. This defense is an evaluation by the examining committee to make sure that the student (rather than someone else) completed the work being described in the dissertation, as well as that the quality of the work is worth of a Ph.D. level dissertation.</td>
</tr>
<tr>
<td>PHD Dissertation Video</td>
<td>Before final Defense</td>
<td>To demonstrate a quick view of research work that is easily presentable to a general audience.</td>
</tr>
</tbody>
</table>
## Appendix A: ME Graduate Faculty

<table>
<thead>
<tr>
<th>Faculty Name &amp; Contact Information</th>
<th>Faculty Expertise and Areas of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Kallmeyer, Professor &amp; Department Chair <a href="mailto:Alan.Kallmeyer@ndsu.edu">Alan.Kallmeyer@ndsu.edu</a>, Phone: 231-8835</td>
<td>Theoretical, Computational &amp; Experimental Solid Mechanics, Fatigue and Fracture of Engineering materials, Composite Materials</td>
</tr>
<tr>
<td>Fardad Azarmi, Associate Professor <a href="mailto:Fardad.Azarmi@ndsu.edu">Fardad.Azarmi@ndsu.edu</a>, Phone: 231-9784</td>
<td>Thermal Spray Coatings, Cold Spraying, High Temperature Materials, Computational and Experimental Solid Mechanics, Advanced Manufacturing</td>
</tr>
<tr>
<td>Dilpreet Bajwa, Associate Professor <a href="mailto:Dilpreet.Bajwa@ndsu.edu">Dilpreet.Bajwa@ndsu.edu</a>, Phone: 231-7279</td>
<td>Biobased Polymer Composites, Wood Composites, Processing and Characterization, Recycled Materials, Utilization, Durability Engineering via Weathering and Degradation Mechanisms</td>
</tr>
<tr>
<td>Jordi Estevadeordal, Associate Professor <a href="mailto:Jordi.Estevadeordal@ndsu.edu">Jordi.Estevadeordal@ndsu.edu</a></td>
<td>Thermodynamics</td>
</tr>
<tr>
<td>Long Jiang, Assistant Professor <a href="mailto:Long.Jiang@ndsu.edu">Long.Jiang@ndsu.edu</a>, Phone: 231-9512</td>
<td>Polymers and polymer composites, Renewable biobased materials, Nanocomposites, Advanced Polymer processing for morphology control and exceptional properties</td>
</tr>
<tr>
<td>Ghodrat Karami, Professor &amp; Graduate Program Coordinator, <a href="mailto:G.Karami@ndsu.edu">G.Karami@ndsu.edu</a>, Phone: 231-5859</td>
<td>Multiscale Computational Mechanics, Biomechanics, Composite Micromechanics, Continuum Mechanics, Structural Mechanics</td>
</tr>
<tr>
<td>Sumathy Krishnan, Professor <a href="mailto:Sumathy.Krishnan@ndsu.edu">Sumathy.Krishnan@ndsu.edu</a>, Phone: 231-7139 Office: Dolve 109</td>
<td>Solar Thermal Applications; Photovoltaic Systems; Integrated Renewable Energy Systems (wind, biomass and solar)</td>
</tr>
<tr>
<td>G.H. Nazari, Lecturer <a href="mailto:G.Nazari@ndsu.edu">G.Nazari@ndsu.edu</a>, Phone: 231-6493</td>
<td>Kinematics and Dynamics of Mechanical Systems</td>
</tr>
<tr>
<td>Robert Pieri, Professor <a href="mailto:Robert.Pieri@ndsu.edu">Robert.Pieri@ndsu.edu</a>, Phone: 231-8673</td>
<td>Mechanical Response of Materials, Manufacturing and Production, Mechanical Design, Alternative Energy Opportunities, Alternative Fueled Engines</td>
</tr>
<tr>
<td>Majura Selekwka, Associate Professor [Majura <a href="mailto:Selekwka@ndsu.edu">Selekwka@ndsu.edu</a>](mailto:Majura <a href="mailto:Selekwka@ndsu.edu">Selekwka@ndsu.edu</a>), Phone: 231-5667</td>
<td>Control Systems, Dynamics, Robotics &amp; Mechatronic Systems</td>
</tr>
<tr>
<td>Michael Stewart, Lecturer <a href="mailto:Michael.Stewart@ndsu.edu">Michael.Stewart@ndsu.edu</a>, Phone: 231-6316</td>
<td>Thermodynamics, Fluids</td>
</tr>
<tr>
<td>Y. Bora Suzen, Associate Professor <a href="mailto:Y.Bora.Suzen@ndsu.edu">Y.Bora.Suzen@ndsu.edu</a>, Phone: 231-8302</td>
<td>Computational Fluid Dynamics, Transition and Turbulence Modeling, Turbomachinery, Active/Adaptive Flow Control, High Performance Parallel Computing</td>
</tr>
<tr>
<td>X. Annie Tangpong, Associate Professor <a href="mailto:X.Annie.Tangpong@ndsu.edu">X.Annie.Tangpong@ndsu.edu</a>, Phone: 231-8839</td>
<td>Vibrations, Dynamics and Friction: Friction-Vibration Interaction; Friction Damping in Rotating Structures; Damping in Nanocomposites and Biomaterials.</td>
</tr>
<tr>
<td>Chad Ulven, Associate Professor <a href="mailto:Chad.Ulven@ndsu.edu">Chad.Ulven@ndsu.edu</a>, Phone: 231-5641</td>
<td>Polymer and Polymer Matrix, Composite (PMC) Materials, PMC, Processing Technologies, Response of PMCs to Dynamic Loading</td>
</tr>
<tr>
<td>Xinnan Wang, Assistant Professor <a href="mailto:Xinnan.Wang@ndsu.edu">Xinnan.Wang@ndsu.edu</a>, Phone: 231-6696</td>
<td>Synthesis of Nanomaterials, Nanomechanical Characterization, Nanomanipulation; Biomechanics</td>
</tr>
<tr>
<td>Yechun Wang, Associate Professor <a href="mailto:Yechun.Wang@ndsu.edu">Yechun.Wang@ndsu.edu</a>, Phone: 231-6732</td>
<td>Microfluidics Biofluid Mechanics, Computational Fluid Dynamics, Numerical Analysis and Characterization of Organic Coatings</td>
</tr>
<tr>
<td>Xiangfa Wu, Associate Professor <a href="mailto:Xiangfa.Wu@ndsu.edu">Xiangfa.Wu@ndsu.edu</a>, Phone: 231-8836</td>
<td>Multifunctional Nanofibers and Nanocomposites, Polymer Matrix Composites, Thin Film and Soft Materials; Nanomanufacturing and Process Modeling</td>
</tr>
<tr>
<td>Yan Zhang, Assistant Professor <a href="mailto:Yan.zhang.4@ndsu.edu">Yan.zhang.4@ndsu.edu</a>, Phone: 231-8839</td>
<td>Thermodynamics</td>
</tr>
<tr>
<td>Mariusz Ziejewski, Professor <a href="mailto:Mariusz.Ziejewski@ndsu.edu">Mariusz.Ziejewski@ndsu.edu</a>, Phone: 231-7098</td>
<td>Biomechanics, Head/Neck/Brain, Computer Modeling, Vehicle Dynamics, Finite Element Modeling</td>
</tr>
</tbody>
</table>
## Appendix B: Graduate (700) Level Courses in the ME Department

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Cr</th>
<th>Catalogue Description</th>
<th>Prereq/Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 711</td>
<td>Advanced Engineering Analysis</td>
<td>3</td>
<td>Mathematical analysis and numerical treatment of engineering problems, eigenvalue problems in lumped and distributed parameter systems, advanced mathematics applied to engineering design</td>
<td>Graduate Standing</td>
</tr>
<tr>
<td>ME 712</td>
<td>Advanced Finite Element Analysis</td>
<td>3</td>
<td>Application of finite element methods to problems of plasticity, viscoplasticity, fracture, vibrations, fluids, material and geometric non-linearity, and heat transfer</td>
<td>ME 477/677</td>
</tr>
<tr>
<td>ME 717</td>
<td>Advanced Controls for Mech. Systems</td>
<td>3</td>
<td>Analysis and design of multivariable control systems for robust stabilization and optimal performance of mechanical systems.</td>
<td>ME 475/675</td>
</tr>
<tr>
<td>ME 720</td>
<td>Continuum Mechanics</td>
<td>3</td>
<td>Tensor analysis in affined and metric spaces, kinematics of motion, general principles of continuum mechanics, thermodynamics of deformation, and postulates on constitutive laws.</td>
<td>Graduate Standing</td>
</tr>
<tr>
<td>ME 721</td>
<td>Advanced Dynamics</td>
<td>3</td>
<td>Newtonian dynamics; dynamics of particles; dynamics of rigid bodies; multi-body dynamics; variational principles; principle of virtual work; d’Alembert’s principle; Hamilton’s principle; Lagrange’s equation of motion; kinematics of rigid bodies</td>
<td>Graduate Standing</td>
</tr>
<tr>
<td>ME 722</td>
<td>Advanced Mechanics of Materials</td>
<td>3</td>
<td>Stress, deformation, failure analysis of deformable bodies and structures under static and dynamic loadings, fundamental concepts and definitions in stress, strain, energy methods, plasticity, fracture fatigue, creep, contact, impact and stability of solid bodies and plate bending problems.</td>
<td>ME 423</td>
</tr>
<tr>
<td>ME 725</td>
<td>Advanced Mechanics and Failure of Composites</td>
<td>3</td>
<td>Concepts in static, dynamic, impact, and thermal analysis of anisotropic elastic materials. Failure theories, laminated theories, and micromechanics formulations of composites.</td>
<td>ME 423</td>
</tr>
<tr>
<td>ME 726</td>
<td>Fracture Mechanics</td>
<td>3</td>
<td>LEFM, Energy release rate, stress intensity factor, fracture mechanics, j-integral, elasto-plastic fracture, crack tip plasticity, crack propagation, fracture fatigue crack growth, fracture tests, fracture in polymers, fracture in ceramics, composite fracture, delamination.</td>
<td>MD 423 and ME 477/677</td>
</tr>
<tr>
<td>ME 728</td>
<td>Stress Waves in Solids</td>
<td>3</td>
<td>Stress waves; wave propagation; wave speed and slowness; longitudinal waves; shear waves; P-waves; SV-waves; SH-waves; wave guides; Rayleigh surface waves; Love Waves; Stoneley waves; shock waves; plastic waves; wave dispersion; wave scattering; deflection and defraction waves; standing waves; dynamic fracture; dynamic stress intensity factor; Hopkinson experiments; dynamic failure</td>
<td>ME 423 and ME 421/621</td>
</tr>
<tr>
<td>ME 729</td>
<td>Advanced Vibrations</td>
<td>3</td>
<td>Newton-Euler method; Lagrange’s method; frequency response; modal analysis; natural frequencies; mode shapes; eigenvalue problems; Euler-Bernoulli beam theory; Rayleigh beam theory; Timoshenko beam theory; extended operator; Hamilton’s Principle; constrained systems.</td>
<td>ME 421/621</td>
</tr>
<tr>
<td>ME 731</td>
<td>Mechanical Behavior of Materials</td>
<td>3</td>
<td>Fundamental concepts of elastic, viscoelastic, and plastic deformation of materials; emphasizing atomic and microstructure-mechanical property relationships. Theory of static and dynamic dislocations; fracture, fatigue, and creep as well as strengthening mechanism in materials.</td>
<td>ME 331</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
<td>Requirements</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>ME 733</td>
<td>Polymer Nanocomposites</td>
<td>3</td>
<td>Fundamental concepts and principles of nanotechnology, nanostructured materials and nanocomposites; polymer nanocomposites processing, property characterization, and relevant modeling</td>
<td>Graduate Standing</td>
</tr>
<tr>
<td>ME 734</td>
<td>Smart Materials and Structures</td>
<td>3</td>
<td>Physics, Chemistry, engineering principles and applications of smart materials and structures. This course describes the physics, chemistry, engineering principles and applications of smart materials and structures.</td>
<td>ME 331 and solid state physics class (Phys 401, 402, or 485) or P&amp;C 472/672 and 474/674</td>
</tr>
<tr>
<td>ME 736</td>
<td>Advanced Surface Analysis</td>
<td>3</td>
<td>Topics include: Tribology, introduction to deposition technologies, surface protection mechanisms, surface preparation for deposition, hard coatings, microstructural characterization, materials science, analytical techniques for surface characterization, evaluation of mechanical performance of depositing layer, case studies.</td>
<td>Graduate Standing</td>
</tr>
<tr>
<td>ME 743</td>
<td>Biomechanics of Impact</td>
<td>3</td>
<td>Fundamental sciences of engineering and human anatomy that form the basis of biomechanics of soft tissue and bone under dynamic conditions.</td>
<td>ME 331</td>
</tr>
<tr>
<td>ME 751</td>
<td>Advanced Thermodynamics</td>
<td>3</td>
<td>Rigorous treatment of thermodynamic principles. Emphasis on the concept of availability methods as applied to various engineering systems.</td>
<td>ME 353</td>
</tr>
<tr>
<td>ME 753</td>
<td>Gas Dynamics</td>
<td>3</td>
<td>Fundamental concepts of fluid dynamics and thermodynamics used in the treatment of compressible flow, frictional flows, and flows with heat transfer or energy release.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 754</td>
<td>Boundary Layer Theory</td>
<td>3</td>
<td>Fundamental laws of motion of a viscous fluid used in the consideration of laminar boundary layers, transition phenomena, and turbulent boundary layer flows.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 755</td>
<td>Fluid Mechanics for Bio/Nanotechnology</td>
<td>3</td>
<td>Fundamental principles of fluid dynamics in micro and nano scales and their applications to direct write nanofabrication technologies and fuel cells.</td>
<td>ME 352</td>
</tr>
</tbody>
</table>
### Appendix C: Undergraduate/Graduate (400/600) Level Courses in the ME Dept.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Cr</th>
<th>Catalogue Description</th>
<th>Prereq./Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 633</td>
<td>Composite Materials Science &amp; Engineering</td>
<td>3</td>
<td>This course covers composite materials science and technologies which are combinations of raw materials, interfacial issues, curing science and basic relationship between raw materials and properties of composites.</td>
<td>ME 331</td>
</tr>
<tr>
<td>ME 635</td>
<td>Plastics and Injection Molding Manufacturing</td>
<td>3</td>
<td>Product and process engineering for manufacturers of plastic products; material evaluation and selection, mold design, process design, quality evaluation of manufactured plastic parts.</td>
<td>IME 330</td>
</tr>
<tr>
<td>ME 637</td>
<td>Engineering Ceramics</td>
<td>3</td>
<td>Study the crystal and defect structures to determine the electrical and mass transport behaviors in ceramic materials. Investigation on microstructure of ceramic materials and its effect on optical, magnetic, dielectric, and thermo-mechanical properties</td>
<td>ME 223, ME 331</td>
</tr>
<tr>
<td>ME 668</td>
<td>Introduction to Biomechanics</td>
<td>3</td>
<td>Introduction to the fundamentals of biomechanics including force analysis, mechanics of deformable bodies; stress and strain, transport phenomena, and viscoelasticity, as well as their applications on the biomechanics of soft and hard tissues.</td>
<td>ME 223 and ME 352</td>
</tr>
<tr>
<td>ME 670</td>
<td>Renewable Energy Technology</td>
<td>3</td>
<td>Introduction to energy renewable technology, solar thermal energy systems, solar photovoltaic systems, wind to electric energy conversion systems, biomass energy resources and conversion processes, urban waste to energy from pyrolysis plants, hydrogen energy and fuel cells.</td>
<td>ME 350 or ME 351</td>
</tr>
<tr>
<td>ME 671</td>
<td>Experimental Stress Analysis</td>
<td>3</td>
<td>Coordination of mathematical and modern experimental analysis as applied to engineering materials. Includes laboratory.</td>
<td>ME 443</td>
</tr>
<tr>
<td>ME 672</td>
<td>Fatigue and Fracture of Metals</td>
<td>3</td>
<td>Causes and effects of fatigue failure and fracture of metals, analytical methods for fatigue design and fatigue life prediction, fatigue crack initiation and propagation, fatigue testing and validation.</td>
<td>ME 442</td>
</tr>
<tr>
<td>ME 673</td>
<td>Engineering with Polymeric</td>
<td>3</td>
<td>This course will introduce basic polymer materials including plastics, rubbers, adhesives; structures, properties, and relationships of polymers; additives; processing technologies, applications and development.</td>
<td>ME 331</td>
</tr>
<tr>
<td>ME 674</td>
<td>Mechanics of Composite Materials</td>
<td>3</td>
<td>Materials, properties, stress, and strength analyses; engineering design and manufacturing aspects of short and continuous fiber-reinforced materials.</td>
<td>ME 423</td>
</tr>
<tr>
<td>ME 675</td>
<td>Automatic Controls</td>
<td>3</td>
<td>Introduction to industrial automatic controls. Theory and applications of pneumatic control, continuous process control, and programmable logic control. Demonstrations and discussion of the current industrial practice.</td>
<td>Math 266</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
<td>Prerequisites</td>
</tr>
<tr>
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</tr>
<tr>
<td>ME 676</td>
<td>Mechatronics</td>
<td>3</td>
<td>Design and development of mechatronic systems that require an integrated knowledge of mechanical engineering, electronics, computer science and control theory.</td>
<td>ME 412 or ME 475</td>
</tr>
<tr>
<td>ME 677</td>
<td>ME Finite Element Analysis</td>
<td>3</td>
<td>Introduction to the finite element method and its application to problems in mechanical engineering, including stress analysis.</td>
<td>ME 423 and ME 213 or ABEN 255</td>
</tr>
<tr>
<td>ME 679</td>
<td>Fluid Power Systems Design</td>
<td>3</td>
<td>Fluid dynamics principles and fluid properties are applied to the study of function, performance, and design of system components and system for power transmission and control purposes.</td>
<td>ME 222, ME 352</td>
</tr>
<tr>
<td>ME 680</td>
<td>Biofluids</td>
<td>3</td>
<td>Formulation and solution of advanced problems in fluid dynamics; fluid dynamical phenomena in biological systems; analysis of cardiovascular and respiratory systems.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 681</td>
<td>Fundamentals of Energy Conversion</td>
<td>3</td>
<td>Introduction to electric power generating systems and their major components such as turbines, boilers, condensers, and cooling towers.</td>
<td>ME 353</td>
</tr>
<tr>
<td>ME 682</td>
<td>Fuel Cell Science and Engineering</td>
<td>3</td>
<td>Fundamental principles, technologies, and applications of fuel cells, an emerging class of energy storage/conversion devices.</td>
<td>CHEM 121 and ME 351</td>
</tr>
<tr>
<td>ME 683</td>
<td>Introduction to Computational Fluid Dynamics</td>
<td>3</td>
<td>Introduction to the methods and analysis techniques used in numerical solutions of fluid flow, heat and mass transfer problems of practical engineering interest.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 684</td>
<td>Gas Turbines</td>
<td>3</td>
<td>Theory and design of gas turbines and components.</td>
<td>ME 454</td>
</tr>
<tr>
<td>ME 685</td>
<td>Heating, Ventilation and Air Conditioning</td>
<td>3</td>
<td>Application of the basic fundamentals of thermodynamics, heat transfer, and fluid flow to heating, ventilating, and air conditioning.</td>
<td>ME 353, ME 454</td>
</tr>
<tr>
<td>ME 686</td>
<td>Nanotechnology and Nanomaterials</td>
<td>3</td>
<td>This course covers principles of nanotechnology, nanomaterials and develops a framework for their understanding. The basic tools of nanotechnology: nanoscale characterization, physics and materials design will be discussed in the context of current technological advances.</td>
<td>ME 351</td>
</tr>
<tr>
<td>ME 687</td>
<td>Internal Combustion Engines</td>
<td>3</td>
<td>Theory and practice of power and propulsion engines utilizing gas as a working substance. Study of gas turbines, spark, and compression ignition engines.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 688</td>
<td>Introduction to Aerodynamics</td>
<td>3</td>
<td>Introductory aerodynamics, aerodynamic characteristics of airfoils, and other components subjected to inviscid-incompressible flows; dynamics of compressible fluids; shock waves, one-dimensional flow, expansion waves in two-dimensional flow, and compressible flow over aerodynamic bodies.</td>
<td>ME 352</td>
</tr>
<tr>
<td>ME 689</td>
<td>Vehicle Dynamics</td>
<td>3</td>
<td>Fundamental science and engineering underlying the design and operation of vehicles. Use of previous knowledge of statics, kinematics, dynamics, and machine design.</td>
<td>ME 213</td>
</tr>
</tbody>
</table>
## Appendix D: PhD Qualifying Exam Core Subjects Table

<table>
<thead>
<tr>
<th>PhD Qualifying Exam Subject</th>
<th>Recommended Topics and Content of Exams</th>
<th>Courses Referenced</th>
<th>Reference Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamics</td>
<td>Newtonian dynamics; dynamics of particles; dynamics of rigid bodies; multi-body dynamics; variational principles; principle of virtual work; d’Alembert’s principle; Hamilton’s principle; Lagrange’s equation of motion; kinematics of rigid bodies.</td>
<td>ME 721 ME 222</td>
<td>1: Advanced Dynamics, Donald Greenwood, Cambridge, 2003. 2: Mechanical Vibration, S.S. Rao, Prentice-Hall, 2011</td>
</tr>
</tbody>
</table>
Appendix E: Code of Academic Responsibility and Conduct  
(Section 335)  

SOURCE: NDSU University Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred and an established procedure has not been approved by the faculty of a college such as the Honor System of the College of Agriculture.

1. The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.
   a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.
   b. Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

2. The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:
   a. Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility to: 1) inform the student or students involved of their suspicion and the grounds; 2) allow a fair opportunity to respond; and 3) make a fair and reasonable judgment as to whether or not any prohibited academic conduct occurred.
   b. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may, among other sanctions, fail the student for the particular assignment, test, or course involved. Penalties may be varied with the gravity of the offense and the circumstances of the particular case. In this situation, the student may not drop the course in question without the permission of the instructor. Faculty members will provide a written statement of the action to the department chair, dean, and Provost and Vice President for Academic Affairs. In the case of the graduate students, the graduate dean will also be notified.
   c. In addition to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the dean of the college in which the infraction occurred. If the student is not enrolled in this college, the dean will forward the charge to the dean of the student's home college. That dean may impose academic warning or probation in the college, or the dean may recommend suspension or expulsion to the Academic Standards Committee as outlined in Section 4 [of this policy]. If the student is not enrolled in the college where the infraction occurred, the dean of the college for the student must be informed before the disciplinary sanction is imposed and may impose a disciplinary sanction for that college, also.
d. Accusations involving academic misconduct of graduate students will follow the procedure described with the following exception. The dean of the home academic college will recommend a sanction (including academic warning, academic probation, suspension, or expulsion) to the graduate dean, not the Academic Standards Committee. The graduate dean will provide the student with written notice of the action, describe the graduate student appeal process, and indicate to the student the date by which an appeal must be filed. Failure to file an appeal will result in implementation of the specified action. If an appeal is filed, the graduate dean will notify the student of the result following the completion of the appeal process.

e. If a person not currently enrolled at NDSU is involved in prohibited academic conduct, the Provost and Vice President for Academic Affairs, Vice President for Student Affairs, and the Director of Admission shall be informed of the violation.

3. A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.

a. The student must consult with the instructor, the department chair, and the Dean, in sequence, to resolve the conflict.

b. Then, the student may request a hearing by the Student Progress Committee in the college where the violation occurred. In addition, the student may request that two students be appointed to the Student Progress Committee for the hearing; one student shall be a member of the Student Court appointed by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed by the student body president.

4. A student may be suspended or expelled for prohibited academic conduct by the Academic Standards Committee in accordance with the following procedure:

a. The dean must notify the student that they will recommend suspension or expulsion to the Academic Standards Committee, but the student must be given two school days to file a written notice of appeal with the Student Progress Committee before the recommendation is presented to the Academic Standards Committee.

b. The student may appeal the recommendation of suspension or expulsion to the Student Progress Committee as outlined in section 3.b. above.

c. The Academic Standards Committee may impose suspension or expulsion, if an appeal with the Student Progress Committee is not in progress.

**Academic Integrity Code**

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. In particular, conduct prohibited by the NDSU Code of Academic Integrity consists of all forms of academic dishonesty, including, but not limited to:

- cheating, fabrication, facilitating academic dishonesty, and plagiarism;
- submitting an item of academic work that has previously been submitted without fair citation of the original work or authorization by the faculty member supervising the work;
- modifying any academic work to obtain additional credit in the same class unless approved in advance by the faculty member;
- failure to observe rules of academic integrity established by a faculty member for a particular course; and attempting to commit an act prohibited by this Code.
For example, it is an acceptable practice to work with other students or use on-line resources (such as solutions manuals) to gain understanding and to learn how to solve a type of problem. The actual doing of the problems should be your own work, however. It is not acceptable to have someone else do your work or to copy solutions from an on-line resource. Since this would be copying someone else's work, you must document who did the actual work. This may result in you receiving a zero for this assignment since you did not actually do the work yourself. If you do not document who did the actual work, you are claiming this work as your own - and may face more severe repercussions.

As a second example, it is acceptable to read several references, develop your own opinions, and summarize what these authors said (with reference to these sources). It is not acceptable to copy part a reference and submit it as your own work since you are not demonstrating that you understand the material, ii) all sources are biased. You often need to read several sources and develop your own opinion on what is right (even in engineering), and iii) you are taking credit for someone else's work.

Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.

**College of Engineering Code of Honor**

Students taking COE courses are required to sign the Honor Pledge at the beginning of each semester as outlined below. “On my honor I will not give nor receive unauthorized assistance in completing assignments and work submitted for review or assessment. Furthermore, I understand the requirements in the College of Engineering Honor System and accept the responsibility I have to complete all my work with complete integrity.”

The College of Engineering Honor System can be found at [http://www.ndsu.edu/cea/undergraduate_students/honor_code/](http://www.ndsu.edu/cea/undergraduate_students/honor_code/).
Appendix F: Graduate School Policies

Scholastic Standards

To be in academic good standing and to receive a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.0.

All courses taken by a graduate student for which grades are given will be used in calculating the grade point average, except where a course has been repeated. Both grades will appear on the transcript, but only the second grade will be used in calculating the grade point average. A specific course can be retaken only once, and only three total courses can be retaken. Satisfactory or Unsatisfactory is assigned for research credits, and they are not used in calculating the GPA.

In fulfilling graduate course requirements on any plan of study, only grades of A, B, or C are acceptable. For master's paper (797), master's thesis (798), and doctoral dissertation (799/899), only the grade of satisfactory (S) is acceptable. For seminar (790/890), case studies (792/892), individual study/tutorial (793/893), practicum/internship (794/894), or field experience (795/895), only grades of A, B, C, or S are acceptable for graduate credit.

Programs and/or supervisory committees may require a higher performance than C in certain courses. While some courses may be used for graduate credit with a grade of C, courses with grades of D, F, and U may not be used for graduate credit. Acquisition of more than two grades of C, D, F and U may be grounds for dismissal upon recommendation by the program administrator.

These minimal scholastic requirements apply to each student enrolled in the Graduate School. Additional requirements may exist for certain graduate programs.

Academic Warning

Any student in GOOD STANDING whose cumulative grade point average drops to less than 3.0 at any time of attendance is automatically placed on academic WARNING. Any student admitted in CONDITIONAL status because of grade deficiency is automatically placed on academic WARNING. A student on academic WARNING cannot register for following semester until the grades for the current semester post.

If a student on academic WARNING fails to achieve a cumulative grade point average of at least 3.0 in the subsequent semester of attendance, then the student will be placed on academic PROBATION.

Academic Probation

A student on academic PROBATION may not continue the pursuit of a graduate degree program without a recommendation from the appropriate program administrator and a waiver from the Dean of the Graduate School. This recommendation must include a review of the student's current status and a proposed plan of remediation which provides the student an opportunity to return to a cumulative grade point average of at least 3.0 within one additional semester (fall or spring). The remediation plan must be submitted and approved in time for the student to register for the academic term (fall or spring) that immediately follows the term in which the student was placed on probation. If the student does not submit an acceptable plan in time to enroll for the next academic term (fall or spring), or if the cumulative grade point average is not at least 3.0 after this one additional semester, the student will be dismissed from his or her graduate program.

A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver.
Dismissal from the Graduate School

Graduate students may be suspended or dismissed from NDSU as a result of failure to meet our scholastic standards, academic or professional misconduct, insufficient progress toward a degree, or failure to meet professional expectations or standards. Students suspended or dismissed from the Graduate School are not eligible for admission into any degree-granting or certificate program or into non-degree status for a period of at least one calendar year from the date of their suspension or dismissal.

Suspension or dismissal does not become complete until the completion of any appeal process.

Graduate Courses

Courses approved at the 600, 700 and 800 level may be taken for graduate credit and used to satisfy course requirements on the student's graduate plan of study.

Didactic courses are those courses approved for graduate credit numbered 601-689, 691; 700-789,791; 800-889, 891. Courses numbered 690, 692-699, 790, 792-799, 890, 892-899 are considered special or experimental courses and are not to be included as didactic courses on a plan of study.

Courses that a student has used to fulfill the requirements of a baccalaureate degree may not be used on that student's graduate plan of study.

Continuing Education Graduate Courses

Graduate courses administered through the Office of Distance and Continuing Education (DCE) are eligible for graduate degree plans of study if they carry a permanent course number, or the 691/791/891 or 696/796/896 designation. Courses numbered 691/791/891 are trial courses and course numbered 696/796/896 are special topic courses; courses 691/791/891 are viewed as didactic courses. The 696/796/896 courses can be counted as didactic courses if they are later approved as permanent courses. Courses designed for professional advancement are given the number 600. Although such courses are considered graduate level, they cannot be included on NDSU graduate degree plans of study.

Graduate tuition waivers do not cover DCE courses. Course instructors must be full or associate members of the NDSU graduate faculty or approved in advance by the administrator of the unit whose course prefix is used, the appropriate academic dean, and the Graduate Dean.

Registration for Research Credit

A student conducting research for the disquisition is to be enrolled in 797, 798, 799 or 899 for the number of credits specified on the plan of study. Such registration is required even in absentia when faculty and/or administration time is consumed in manuscript review, communication, and other forms of assistance.

Continuous Enrollment

Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, including submitting the final copy of a thesis, paper, or dissertation. The graduate dean will not approve the degree until the student has registered for the number of credits of research for any semesters not covered by either registration or leave of absence, but not more than four (4) credits total.

A student who has not registered for longer than a continuous two-year period must also reapply for admission and is subject to the degree requirements at the time of readmission.
Leave of Absence

Students who interrupt their graduate program prior to the completion of all degree requirements must maintain continuous enrollment for the Fall and/or Spring Semesters of the absence or obtain a leave of absence, using the Request for Leave of Absence from Graduate Studies form.

NOTE: Leaves of absence do not amend in any way the seven and ten-year time limitations.
## Appendix G: Department and Graduate School Forms

North Dakota State University

Mechanical Engineering Graduate Program
Master of Science-Thesis Option Checklist

Student Name: __________________________________ ID#: __________________ Major Advisor: __________________
Admitted For Term: ___________ □ Full □ Conditional DEGREE EARNED ON: ___________

### CONDITIONAL ADMISSION (Requirements to gain Full Standing)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Grade</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

☑ Conditions Met

### PLAN OF STUDY

☐ Supervisory Committee

Committee Members Including Major Advisor (*Required)

*1: ____________________________ 5: ____________________________ (Optional)
*2: ____________________________ 6: ____________________________ (Optional)
*3: ____________________________ (Graduate Appointee)

☐ Plan of Study (Should be submitted before 3rd Semester)

Date approved by NDSU Graduate School __________________

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Number and/or Name</th>
<th>Cr.</th>
<th>Grade</th>
<th>Semester</th>
<th>Signatures for Course Substitutions</th>
</tr>
</thead>
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<td>ME 711</td>
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</tr>
<tr>
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<td>ME</td>
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<td></td>
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<tr>
<td>Additional Didactic Courses³</td>
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<tr>
<td></td>
<td>ME</td>
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<tr>
<td>Other Approved Courses⁴</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total Credits**

---

1 Minimum of 21-24 course credits from approved graduate courses, with a minimum of 18 credits from didactic courses (601-689 and 700-789).

2 Required Core Courses: ME 711, and two additional courses from ME 721, ME 722, ME 729, ME 731, ME 751, ME 761.

3 Minimum of 9 credits from graduate-level didactic courses, with a minimum of 6 credits of ME courses.

4 Additional courses from other approved graduate level (600-700) courses, including Individual Study (ME 793) or Special Topics (ME 696/796).
RESEARCH (THESIS) CREDITS (ME 798)

- 6 credits
- 9 credits*  

*Advisor Approval: _______________________________

*To be considered for 9 thesis credits, student must have one article accepted to a refereed journal based on the work performed at NDSU. In this case, only 21 course credits are required. Advisor Approval for taking 9 credits is required.

GRADUATE SEMINAR (ME 790)
(3 Semesters Required, One Presentation Required**)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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</tbody>
</table>

** Semester Presented: __________
Presentation Abstract Received □

THESIS PROPOSAL

Present to Major Advisor and Supervisory Committee, no later than one semester prior to the final thesis defense.

Proposal Approved □  Advisor Signature:_________________________  Date: __________

THESIS DEFENSE

After approval by Major Advisor:

- □ Schedule time and place for Final Defense  
  Date Approved: __________
- □ Request to Schedule Examination form to the NDSU Graduate School  
  (Received by the Graduate School at least two weeks prior)  
  Date Submitted: __________

<table>
<thead>
<tr>
<th>Final Defense</th>
<th>Retaken</th>
<th>Approved by Graduate School</th>
</tr>
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<tbody>
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<td>Pass/Fail</td>
<td>Date Taken</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date Taken</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date: __________</td>
</tr>
</tbody>
</table>

- □ Submit corrected thesis to Graduate School  
  Date Submitted: __________
- □ Electronic submission of the approved Thesis to the Graduate School  
  (Within 1 year of the date of the final exam)  
  Date Submitted: __________
**North Dakota State University**

**Mechanical Engineering Graduate Program**

**Master of Science-Comprehensive Study Option Checklist**

Student Name: ___________________________ ID#: __________________ Major Advisor: ______________________

Admitted For Term: ___________ □Full □Conditional DEGREE EARNED ON: ___________

### CONDITIONS:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Grade</th>
<th>Semester Taken</th>
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</thead>
<tbody>
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<td></td>
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<td></td>
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</tbody>
</table>

□ Conditions Met

### PLAN OF STUDY

☐ Supervisory Committee

**Committee Members Including Major Advisor (*Required)**

*1: ___________________________ 5: ___________________________ (Optional)

*2: ___________________________ 6: ___________________________ (Optional)

*3: ___________________________ (Graduate Appointee)

☐ Plan of Study Date approved by NDSU Graduate School____________________

(Should be submitted before 3rd Semester)

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Number and/or Name</th>
<th>Cr.</th>
<th>Grade</th>
<th>Semester</th>
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<td>ME</td>
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</tr>
<tr>
<td><strong>Additional Didactic Courses</strong></td>
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<td>ME</td>
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<td>ME</td>
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<td><strong>Other Approved Courses</strong> (Minimum 2)</td>
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| Total Credits |

<table>
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<th>Signatures for Course Substitutions</th>
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<tr>
<td>Major Advisor</td>
</tr>
</tbody>
</table>

1 Minimum of 27 course credits from approved graduate courses, with a minimum of 21 credits from didactic courses (601-689 and 700-789).

2 Required Core Courses: ME 711, and two additional courses from ME 721, ME 722, ME 729, ME 731, ME 751, ME 761.

3 Minimum of 9 credits from graduate-level didactic courses, with a minimum of 9 credits of ME courses.

4 Additional courses from other approved graduate level (600-700) courses, including Individual Study (ME 793) or Special Topics (ME 696/796).
PAPER CREDITS

☐ ME 797 (3 Credits)

GRADUATE SEMINAR (ME 790)

(3 Semesters Required, One Presentation Required**)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Pass</th>
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<tbody>
<tr>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

** Semester Presented: ________________

Presentation Abstract Received ☐

PAPER DEFENSE (Final Examination)

After approval by Major Advisor:

☐ Schedule time and place for Final Defense

☐ Request to Schedule Examination form to the NDSU Graduate School (Received by the Graduate School at least two weeks prior)

Date Approved: ________________

☐ Provide paper to the Supervisory Committee (At least 10 days prior to final defense)

Date Submitted: ________________

<table>
<thead>
<tr>
<th>Final Defense</th>
<th>Retaken</th>
<th>Approval of Graduate School</th>
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<tr>
<td>Date Taken</td>
<td>Pass/Fail</td>
<td>Date Taken</td>
</tr>
</tbody>
</table>

☐ Submit corrected Paper to Graduate School

Date Submitted: ________________

☐ Electronic submission of the approved paper to the Graduate School (Within 1 year of the date of the final exam)

Date Submitted: ________________
North Dakota State University
Mechanical Engineering Graduate Program
PhD Program Checklist

Student Name: ____________________ ID#: ___________________ Major Advisor: ______________________
Admitted For Term: ___________ □Full □Conditional DEGREE EARNE ON: ____________

□ M.S/Ph.D Option □Ph.D Option

<table>
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<th>CONDITIONS:</th>
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□ Conditions Met

<table>
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<th>CONDITIONAL ADMISSION (Requirements to gain Full Standing)</th>
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PLAN OF STUDY

□ Supervisory Committee

Committee Members Including Major Advisor (*Required)

*1: __________________________________ 5: __________________________ (Optional)
*2: __________________________________ 6: __________________________ (Optional)
*3: __________________________________ 7: __________________________ (Optional)
*4: __________________________________ (Graduate Appointee)

□ Plan of Study Date Approved by NDSU Graduate School______________
(Should be submitted before 3rd Semester)

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Number and/or Name</th>
<th>Cr.</th>
<th>Grade</th>
<th>Semester</th>
<th>Signatures for Course Substitutions</th>
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<table>
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<th>Required Courses2 (700 Level)</th>
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<table>
<thead>
<tr>
<th>Additional Didactic Courses3 (601-689, 700-789)</th>
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</thead>
<tbody>
<tr>
<td>ME</td>
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<tr>
<td>ME</td>
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</tbody>
</table>

Total Credits

1 A minimum of 24 course credits beyond M.S. degree.
2 Minimum 24 additional course credits from didactic courses (601-689 and 700-789), with a minimum of 15 of these credits from 700 level courses, including 15 credits from graduate level (600-700) ME courses, with a minimum of 9 credits from 700 level ME courses.

Dissertation Credits3 (ME 799)

|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|

3 Ph.D. dissertation credits (24 Credits).

□ 2-3 Minute Dissertation Video requirement completed.
 Verification of Completion: __________________________

Advisor Signature

Advisor Permission of Video Release

□ Video Release Approved
□ Video Release Declined
### Additional Credits

<table>
<thead>
<tr>
<th>Course Number or Research Credit</th>
<th>Cr.</th>
<th>Grade</th>
<th>Semester</th>
<th>Approval Signature (if Necessary)</th>
</tr>
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<tbody>
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</table>

*Additional 12 credits from any approved graduate level courses, including didactic courses, Individual study (ME 793), Special Topics (ME696/796), or Research Credits (ME 799)*

### GRADUATE SEMINAR (ME 790)

*Must be enrolled the semester in which you present*

(3 Semesters Enrollment Required, One Presentation Required**)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Pass</th>
<th><strong>Semester Presented:</strong></th>
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**Presentation Abstract Received**

### COMPREHENSIVE EXAM

<table>
<thead>
<tr>
<th>Topic</th>
<th>Written Exam</th>
<th>Retaken</th>
<th>Retaken</th>
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<tbody>
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<td>Date of Exam</td>
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<td>Date of Exam</td>
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<td>3.</td>
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</table>

Courses 2 and 3 in the qualifying exam should be selected from the approved list of courses from the Department.

### Oral Exam- Dissertaton Proposal

- □ Request to Schedule Examination form to the NDSU Graduate School
  - (Received by the Graduate School at least two weeks prior)
- □ Date Approved: ________________

**Dissertation proposal** must be presented to Major Advisor and Supervisory Committee two weeks prior to Oral Exam

<table>
<thead>
<tr>
<th>Oral Exam</th>
<th>Retaken</th>
<th>Retaken</th>
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<tbody>
<tr>
<td>Date Taken</td>
<td>Pass/Fail</td>
<td>Date Taken</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

### DISSERTATION DEFENSE

After approval by Major Advisor:

- □ Schedule time and place for Final Defense
- □ Request to Schedule Examination form to the NDSU Graduate School
  - (Received by the Graduate School at least two weeks prior)
  - (At least 10 days prior to final defense)

**Provide Dissertation to the Supervisory Committee**

<table>
<thead>
<tr>
<th>Final Defense</th>
<th>Retaken (student's right)</th>
<th>Retaken (by committee approval)</th>
<th>Approval of Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Taken</td>
<td>Pass/Fail</td>
<td>Date Taken</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

**Approval of Mechanical Engineering Department Chair**

Submit corrected Dissertation to Graduate School

Electronic submission of the approved Dissertation to the Graduate School

Within 1 year of the date of the final exam

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Revised August 2015
North Dakota State University
Mechanical Engineering Graduate Program
MNT-PhD Program Checklist (Housed in Mechanical Engineering)

Student Name: ____________________ ID#: __________________ Major Advisor: ____________________

Admitted For Term: ___________ □Full □Conditional DEGREE EARNED ON: ___________

☐ M.S/Ph.D Option ☐ Ph.D Option

CONDITIONAL ADMISSION (Requirements to gain Full Standing)

CONDITIONS:

☐ Conditions Met

PLAN OF STUDY

☐ Supervisory Committee

Committee Members Including Major Advisor (*Required)

*1: ____________________________________________ (Chair) 5: ______________________ (Optional)

*2: ____________________________________________ (MNT) 6: ______________________ (Optional)

*3: ____________________________________________ 7: ______________________ (Optional)

*4: ____________________________________________ (Graduate Appointee)

☐ Plan of Study Date Approved by NDSU Graduate School__________________
(Should be submitted before 3rd Semester)

DEGREE REQUIREMENTS\(^2\) (60 Credits beyond MS Degree)

<table>
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<th>Course Number and/or Name</th>
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<th>Grade</th>
<th>Semester</th>
<th>Major Advisor</th>
<th>Program Coordinator</th>
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Required Courses\(^2\)(601-689, 700-789)

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Extra Courses (if needed)

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<th>Cr.</th>
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<tbody>
<tr>
<td></td>
<td>3</td>
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</table>

Total Credits\(^2\)

1 A minimum of 27 course credits beyond M.S. degree, Including 15 credits from 700-789 level courses.
2 12 additional Committee Approved course credits.
3 Credits Not included in the 27 course credits total.

☐ 2-3 Minute Dissertation Video requirement completed.

Verification of Completion: ________________________________

Advisor Signature

Advisor Permission of Video Release

☐ Video Release Approved
☐ Video Release Declined
### Dissertation Credits (MNT 799)

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</tbody>
</table>

* Ph.D. dissertation credits (33 Credits)

### GRADUATE SEMINAR (MNT 790)

Semester Presented: ________________

☐ Abstract Received

### COMPREHENSIVE EXAM

<table>
<thead>
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<th>Exam Focus</th>
<th>Written Exam</th>
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<td>Pass/Fail</td>
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</table>

*Exams is compiled of questions from core courses and/or one of these areas: 1. Microelectronics Focus 2. Biomaterials Focus 3. Nanomaterials Focus 4. General Materials Science and Engineering Focus. Student is likely to take anywhere between 1 - 3 exams.

### Oral Exam- Dissertation Proposal

☐ Request to Schedule Examination form to the NDSU Graduate School

Date Approved: ________________

(Received by the Graduate School at least two weeks prior)

Dissertation proposal must be presented to Major Advisor and Supervisory Committee two weeks prior to Oral Exam

<table>
<thead>
<tr>
<th>Oral Exam</th>
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<td>Date Taken</td>
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<td>Date Approved: ________________</td>
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### DISSERTATION DEFENSE

After approval by Major Advisor:

☐ Schedule time and place for Final Defense

☐ Request to Schedule Examination form to the NDSU Graduate School

(Received by the Graduate School at least two weeks prior)

☐ Provide Dissertation to the Supervisory Committee

(At least 10 days prior to final defense)

Date Submitted: ________________

<table>
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<th>Final Defense</th>
<th>Retaken (student's right)</th>
<th>Retaken (by committee approval)</th>
<th>Approval of Graduate School</th>
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☐ Submit corrected Dissertation to Graduate School

☐ Electronic submission of the approved Dissertation to the Graduate School

(Within 1 year of the date of the final exam)

Date Submitted: ________________
North Dakota State University

Mechanical Engineering Graduate Program
Proposal Approval Page

Student Name: ____________________ ID#: __________________ Program: __________________

Disquisition Title: ____________________________________________________________

THE REQUIRED CONTENT:
☐ Objective of students work, or the hypothesis he/she wishes to investigate
☐ Explanation of why the intended research work is significant
☐ Literature review and an explanation of what others have done in the area
☐ Explanation of what method the student proposes to use to attack the problem
☐ Preliminary results or speculation on what the results may be.
☐ Timeline for completion of the work

M.S. THESIS PROPOSAL:
☐ Written Proposal (Delivered to Committee 1-2 weeks before Oral Proposal) Date:____________
(Written proposal should contain about 2-5 pages)
☐ Oral Proposal Presented* Date:____________
*No later than 1 semester prior to final defense

PHD DISSERTATION PROPOSAL: (Report of Preliminary Exam needs to be completed for the
Graduate School)
☐ Written Proposal (Delivered to Committee 1-2 weeks before Oral Proposal) Date:____________
☐ Oral Proposal Presented* Date:____________
*No later than 1 semester prior to final defense

Comments:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

SIGNATURES for Approval:

Major Advisor: ____________________ (Committee Chair)

Committee Member:________________ Committee Member:________________

Committee Member:________________ Committee Member:________________

Committee Member:________________ Committee Member:________________