Mechanical Science and Engineering M.Eng.ME Program

GRADUATE STUDENT HANDBOOK
for M.Eng.ME Students

2024

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Grainger College of Engineering
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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MECHSE DEPARTMENT ADMINISTRATION

Professor Anthony Jacobi
*Department Head and
Richard W. Kritzer
Distinguished Professor*

Professor Petros Sofronis
*Associate Head for
Graduate Programs and
James W. Bayne Professor*

Professor Sanjiv Sinha
*Associate Head for
Undergraduate Programs*

M.Eng.ME PROGRAM ADMINISTRATION

The M.Eng.ME Program is directed by Professor M. Quinn Brewster, Faculty Director, and Professor Jiajun He, Associate Director. Susan Roughton is the Academic Advisor and Program Coordinator for on campus M.Eng.ME students (prospective and current). Jessica E. Moyer is the Academic Advisor and Online Program Coordinator. For admissions-related questions and current student affairs, on campus students should contact Susan at roughton@illinois.edu and online students should contact Jessica at jemoyer@illinois.edu.

Professor Quinn Brewster
Faculty Director

Professor Jiajun He
Associate Director

Susan Roughton
*Academic Advisor and
On-campus Program
Coordinator*

Jessica E. Moyer
*Academic Advisor and
Online Program
Coordinator*

M.Eng.ME students should contact Susan (on campus students) or Jessica (online students) in the M.Eng.ME Office for the following academic matters:

- Applying and admissions
- Academic progress
- Course selection and plan of study
- Academic advising
- Career development questions
- Registration issues, completion of forms
- Graduate Petitions

- Degree audits
- ISSS/ISTART queries for F1 students (visa issuance, extensions, RCL-reduced course load, OPT, and CPT) – select Susan Roughton for proper routing.

INTRODUCTION, ADMISSIONS, AND ORIENTATION

Introduction

Graduate students at the University of Illinois Urbana-Champaign (Illinois) are members of a home department (MechSE), a College (The Grainger College of Engineering), and the Graduate College. In addition to fulfilling degree requirements of the home department, graduate students are responsible for complying with the regulations of The Grainger College of Engineering and the Graduate College.

MechSE M.Eng.ME students should receive guidance from their advisor, Jessica or Susan, who will help them navigate the requirements of The Grainger College of Engineering, and the Graduate College in order to reach their educational goals in a timely fashion. Students should refer to the Graduate College Handbook in addition to the M.Eng.ME Graduate Student Handbook for policies and procedures. All incoming students are required to make an advising appointment with Jessica or Susan and all students are highly encouraged to meet with their advisor each semester to discuss their plan of study.

MECHSE ADMISSIONS POLICIES

Applying

In order to be considered, prospective students must apply to the M.Eng.ME program at MechSE, and the M.Eng.ME Admissions Committee reviews the application. Applications must be submitted by the deadline posted by the MechSE department; late and/or incomplete applications are not accepted. Application requirements are explained on the MechSE website. An application is complete when the department has received all parts of the application. Admissions decisions are final.

It is the applicant's responsibility to upload correct and updated documents such as the personal statement and resume. Only official test scores and online letters of recommendation can be added to the application after submission. Currently, the MechSE department does not require GRE scores for the M.Eng.ME program.

Applying From Another Illinois Department (Transferring Departments)

If a graduate student in another department (Urbana-Champaign campus only) wishes to transfer into the M.Eng.ME program, they may apply to transfer via a Graduate College Petition. Submission of a petition is not a guarantee of acceptance into the M.Eng.ME program.

Deferring Admission

Admitted students may request to delay their matriculation by up to one academic year. Such requests will be reviewed on a case-by-case basis by the Faculty Director. Students are highly encouraged to defer their admission prior to the beginning of the semester.

Orientation Sessions

MechSE hosts an annual orientation session at the start of the Fall semester. M.Eng.ME program staff will notify students of the session via their University of Illinois email accounts.

Other units on campus also provide helpful orientation information through presentations and/or online resources. A few of these are through the The Grainger College of Engineering and the Office of International Student and Scholar Services. Please keep an eye on your official University email accounts for notifications about these sessions.

Self-Supporting Program

The M.Eng.ME program is designated as a self-supporting program: students in this program are not eligible for tuition-waiver-generating assistantships. For more information regarding tuition waiver designation categories, please refer to the Graduate College Handbook (Part I, Chapter 7.4).

NEW STUDENT CHECK-IN PROCEDURES

International Students

- Upon arrival, all international students should check in virtually through the Office of International Student and Scholar Services (ISSS). Additional information can be found at isss.illinois.edu. Questions about this should be directed to Susan (roughton@illinois.edu)

Other Information

- ALL STUDENTS University of Illinois Email Account: **It is imperative that all students check email daily because it is the main form of communication for faculty, staff, and students**. All messages from Susan and Jessica will come to and from University of Illinois email accounts. Students are responsible for all communications, policies, and deadlines that are sent to their University email accounts. Please see the Graduate College Quick Guide for instructions on setting up the University of Illinois email account. Graduate students should not forward their University emails to a personal email address.
- ALL STUDENTS Course registration: Register for courses through the Course Explorer. The student Net ID is required for registration. Follow the Graduate College Quick Guide for instructions on setting up the student Net ID and password. Students can register prior to arriving on campus. Additional information regarding registration can be found in Registration Requirements section of this Handbook. Please contact Susan at roughton@illinois.edu for questions regarding registration. ALL STUDENTS Deadlines: Students should note the academic deadlines for each semester. Students are responsible for knowing and adhering to all academic deadlines, which are posted online at illinois.edu/calendar/list/557.
- i-Card: ON CAMPUS students are issued a permanent photo identification card that must be retained by the student as long as s/he is registered at the University. The i-Card office is located on the first floor of the Illini Union Bookstore, 809 S. Wright Street (corner of Wright and John Streets). i-Cards should be obtained as soon as possible after arriving on campus as they are used to gain access to campus buildings and for library services. On campus students must have their i-Card by the first day of class. More i-Card information can be found at: www.icard.uillinois.edu.
- ON CAMPUS STUDENTS Health and Immunization Forms: Submit health forms (online or in person upon arrival) to the McKinley Health Center, 1109 S. Lincoln Avenue, Urbana. More information about required health forms may be found on the McKinley Health Center website.
- ALL STUDENTS Final transcripts and certifications of degree(s): Please follow Graduate College's instructions for submitting your final credentials after you have accepted your offer of admission.

M.ENG.ME REQUIREMENTS, REGISTRATION, COMPLETION, AND ADVISING

Degree requirements are posted both in the academic catalog and on the departmental website. A blank Plan of Study form for the M.Eng.ME Program can be found here. Please note that only classes which are assigned a letter grade may be used towards the M.Eng.ME degree. If a CR/NC grade is selected by the

student, this course will not apply to graduation requirements. Only grades of C- and higher may be applied to the M.Eng.ME degree.

Advising
Susan Roughton (roughton@illinois.edu) is the advisor for all on campus students and Jessica E. Moyer (jemoyer@illinois.edu) is the advisor for all online students. Students will work with them to ensure their course selections meet all degree requirements.

Degree Requirements

32 hours are required to complete the degree. These are the requirements:

Requirements	
ME/TAM coursework	16 hour minimum
Elective coursework (see your advisor if you need help selecting a course).	4 hour minimum
Professional development coursework	4 hour minimum
Total degree credit	**32 hours**

Additional requirements:

- A minimum of 12 credit hours must be taken at the 500-level, 8 of which must be taken in ME or TAM.
- A minimum of 4 hours of elective coursework must be taken outside ME/TAM. Electives should be selected in consultation with your advisor.
- A maximum of 4 hours of independent study may be applied toward degree requirements.
- A course can be applied to more than one requirement. An example of a course which meets multiple requirements is ME 503 Internal Combustion Engines. This course fulfills the ME course requirement for 16 hours of coursework as well as the 500-level course requirement of 12 hours of coursework. Another example: TE courses may count towards the Professional Development requirement while also counting towards the Elective requirement. Some TE classes also count toward the 500-level requirement.
- Students in the program must maintain a minimum GPA of 3.0 to remain in good academic standing.

Students who wish to check their progress toward the degree requirements of their program can run a degree audit on uAchieve or email their advisor to request an audit. Students are highly encouraged to complete a degree audit just prior to the beginning of their final semester.

Professional Development
Professional Development is an important requirement of the M.Eng.ME program and is one of the things that makes it unique. Students in the M.Eng.ME program are required to complete at least 4 hours of professional development coursework. All eligible courses are listed at this link. PD classes are offered every semester, including the summer term.

Registration Requirements
M.Eng.ME students register for courses online through the Student Self-Service prior to the first day of

classes for the semester. The Office of the Registrar posts the academic calendar and deadlines online. Students are responsible for knowing and adhering to these academic deadlines.

For both the Fall and Spring terms, M.Eng.ME graduate students must register for courses by the 10th day of classes. Failure to do so may result in late fees, loss of valid visa status for international students, and unapproved leave of absence. All MechSE graduate students, except those on an approved leave of absence, must register for both the Fall and Spring terms until they graduate. More information regarding leave of absence can be found in the [Graduate Student Handbook](#).

All international <u>on-campus</u> students must be registered full-time no later than 10 calendar days into each semester. At 12:00 PM CST on the 11th calendar day of each semester, the Office of International Student and Scholar Services (ISSS) is obligated by law to terminate the F-1 or J-1 immigration status for students who are not registered full-time. Full-time status is considered to be a minimum of 12 credit hours per semester, of which at least 9 credits must be on campus in person classes. Although ESL classes do not count towards a degree, ESL course hours do count towards the 12 hours for visa eligibility status. For example, a student who is taking 8 hours of coursework and a 4-hour ESL class, the ESL class is counted toward meeting the minimum visa eligibility criteria. International students should contact ISSS with any questions about maintaining their status.

Late Registration

Late registration begins at 5:00 PM CST on the first day of classes. Students who are not registered at that time have two weeks to complete registration. After the late registration period, students lose the ability to register themselves and must use the [Late Registration Form](#). The M.Eng.ME Program Office must approve this form prior to final approval by the Graduate College. There is a penalty of $15.00 (subject to change) for late registration, which will be added to the student's bill.

Adding/Dropping Courses

After the 10th day of classes, registration changes must be made by submitting a [Late Registration Form](#). Students must obtain approval from the instructor and the M.Eng. Program Office prior to submitting the form to the Graduate College.

Academic Standing

M.Eng.ME students should read and be familiar with the [Graduate College Handbook](#) in its entirety. Section 3.2 details requirements for remaining in good academic standing, including GPA requirements. Please be advised that M.Eng.ME students must maintain a GPA of 3.0 or higher to remain in good academic standing and to graduate. If a student's GPA falls below 3.0, the student will be placed on Academic Probation for one semester. The student will be given a grace period of one semester to raise their GPA above 3.0. If at the end of that semester the student's cumulative GPA is still below a 3.0, the student will face dismissal from the university. Students who are admitted to the program on limited status for a GPA below 3.0 are not given this grace period during their first semester and are expected to earn a 3.0 or above during their first semester in the program. When a student is under Academic Probation, s/he will be required to hold an advising meeting with their academic advisor to discuss their academic progress. A registration hold will be placed on the student's account until they have met with their academic advisor.

Transfer Credit Policies

MechSE will allow M.Eng.ME students to transfer graduate-level coursework as long as the transferred coursework has not been used to fulfill degree requirements for another degree or other transcripted credential. M.Eng.ME students can transfer a total of 8 credit hours from an outside institution. If the

student is transferring coursework from the University of Illinois at Chicago or the University of Illinois at Springfield, the maximum transferable credit hours increases to 12. Additional requirements apply.

- The student must have completed at least 8 credit hours of graduate credit at Illinois.
- The course must have been taken within the past 5 years at an accredited institution.
- The course must be a graduate-level course at that institution.
- The course cannot apply to another degree, and the petition must include verification from the other institution that the course(s) was (were) not used toward a degree or other transcripted credential.
- The student must have received a grade of B or higher.
- The petition must include an original, official transcript unless it is already on file.
- A copy of the course syllabus for each petitioned course must be provided.
- The transfer petition must receive both departmental and Graduate College approval.
- Assignments, quizzes, and/or tests from the course may be requested.
- In documenting the petitioned course, please be sure to list comparable courses at Illinois (Urbana-Champaign campus only).

Due to the complex nature of credit transfers, it is strongly recommended that students who are considering transferring credit contact the M.Eng.ME Program Office to confirm the specific requirements based on the details of the student's request**.**

OTHER MECHSE POLICIES

Petitions (Graduate Student Requests)
The Graduate Student Request Form (petition) is used to request any changes to a student record or program. Examples of requests that would require a petition include curriculum changes, transferring credit, etc. Submission of a petition is not a guarantee of acceptance of the request.

Transferring Academic Programs Transferring Programs within MechSE
M.Eng.ME students may not transfer to MSME programs within MechSE. Upon completion of the Master of Engineering degree, students are eligible to apply to the PhD program. If an M.Eng.ME student has been offered a research assistantship (RA) appointment by a MechSE faculty, that student does not need to apply to the PhD program and instead may submit a Graduate Student Record Form to petition for entry into the PhD program. If an M.Eng.ME student has not been offered an RA appointment by a MechSE faculty member, then that student may apply to the PhD program using the regular application system. All applications are subject to any posted application deadlines.

Transferring from MechSE to another Department within the Graduate College
Students can request to transfer to another department's program through a Graduate College petition. This process is described on the Graduate College website. Students are encouraged to talk to both their advisor and the proposed department prior to submitting the request to transfer. The proposed department may have additional procedures and requirements that must be completed.

Credit/No Credit (CR/NC)
Credit/no credit is a permanent notation on the academic record that may be requested by a student with the advisor's approval. **Courses taken as CR/NC cannot count toward the formal graded hours needed for the degree. No more than one course per semester may be taken as CR/NC. Once a course is taken as**

CR/NC, it cannot be retaken at a later date for a grade. Therefore, any course which a student wants to count toward their degree should not be taken as CR/NC. Additional details can be found in the [Graduate College Handbook](#). The timeline for submitting the [CR/NC form](#) is set by the Graduate College and is listed on the [Graduate College Academic Calendar](#).

Progress toward degree
MEngME students can view their degree audit through the [Degree Audit System](#). This report is an unofficial audit of your degree progress which includes in progress coursework. Questions about your audit or progress toward degree should be directed to your academic advisor.

Auditing
An auditor is a listener in the classes attended; s/he may not participate in any part of the exercises. An audited course will appear on the student's transcript with a grade of AU and does not count toward the GPA or degree requirements. **Once a course is taken as an audit, it cannot be retaken at a later date for a grade**. Therefore, any course for which a student wants to obtain a grade should not be audited. Students are advised not to audit courses significant to their focus of study. The deadline for submitting the [Auditor's Permit](#) to the Graduate College is the 10th day of instruction in the Fall and Spring terms. See the [Graduate College Academic Calendar](#) for Summer term deadlines. Students who are registered for fewer than 12 credit hours, not including the audited course will be charged a $15 audit fee.

Withdrawing
Students should consult with their advisor and or Faculty Director prior to completing this process. The student's advisor and/or Faculty Director must formally approve withdrawal from the University. The Banner application system will not allow students to drop all courses because this constitutes a withdrawal. Students must complete the [Withdrawal Form](#). International students must have formal approval from the Office of International Student and Scholar Services (ISSS) to withdraw.

Academic Leave and Re-entry Process
Students who wish to take a leave of absence from the program must submit a request using the [Academic Leave of Absence Form](#). Additional information about taking an Academic Leave of Absence can be found in the [Graduate Student Leave Policies](#). A student who takes a leave of absence without MechSE approval will be required to reapply if s/he requests to return.

GRADUATION

Graduation Process and Convocation
Students who are ready for degree conferral must place their names on the degree conferral list using the UI Integrate Self-Service before the deadline for that term. This alerts the Graduate College that the student plans to graduate within that semester. Students who do not complete this step by the deadline must wait until the next semester to graduate.

All graduate students are invited to participate in the Grainger College of Engineering and the University convocations upon degree completion. It is important that students sign up to participate before the deadlines. To learn more, please see [Grainger College of Engineering Commencement Information](#) and [Campus-wide Commencement Information.](#)

GRADUATE STUDENT RESOURCES

Code of Conduct Policy
MechSE and The Grainger College of Engineering require all students to act in a professional manner, which includes all written and verbal communications, with all faculty, staff, students, outside vendors, or research partners. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preferences are permitted. In addition, students are held accountable to the University of Illinois' Code of Student Conduct. Violations of these policies may result in disciplinary action, which may include dismissal from the University. Students who are accused of a violation have 8 days to appeal to MechSE's Grievance Committee. Failure to appeal within this time frame or a denied appeal will result in disciplinary action.

Counseling Services
All University students have access to the campus' Counseling Center. In addition to offering counseling services, the Counseling Center offers educational programming initiatives, training programs, outreach and consultation activities, and self-help materials. The staff members have extensive training and experience with assisting graduate students. **Visits with a counselor are confidential and are not shared with the student's home department or faculty advisor**. To learn more about the services they offer, visit Counseling Center or call 217-333-3704.

Disability Services
Students who have a medically documented disability may obtain disability-related academic adjustments and/or auxiliary aids through the Disability Resource and Educational Services (DRES). Students are responsible for contacting their course instructors and providing them with their DRES letter to receive academic adjustments. To contact DRES, visit 1207 S. Oak Street in Champaign, call at 217-333-4603, or email disability@illinois.edu.

English Placement Test (EPT)
Students admitted on limited status for English are required to take the EPT test and, based on the results, may be assigned to enroll in ESL courses. Students admitted on limited status should carefully review their admission letters and follow the instructions. Please contact Susan (roughton@illinois.edu) for additional information and to ensure correct and timely registration for ESL courses.

Graduate College Career Development Services
The Graduate College Career Development Services Office fosters personal growth and professional development for graduate students. This office assists students with exploring careers, applying for jobs and/or faculty positions, interviewing, negotiating offers, and more. To learn more about the services and seminars that are held throughout the year, visit Graduate College Career Development.

Graduate College Forms
All forms can be accessed online at grad.illinois.edu/forms. Students needing assistance should work with their advisor (Jessica or Susan).

Grainger College of Engineering Career Services
The Grainger College of Engineering Career Services Office (ECS) offers services to help prepare on campus graduate students for the job market. ECS offers assistance with identifying internships, writing resumes,

mock interviews, employment searches, and more. To learn about the services that are available, visit the ECS website or the ECS office at Suite 3270, Digital Computer Laboratory (DCL). The University Career Center also holds various events and workshops, primarily for on campus students.

Grievance Policy and Procedural Appeals
The faculty, staff, and students within The Grainger College of Engineering departments are a diverse group, and sometimes conflicts may arise. Most conflicts can be resolved informally between the two parties. However, there may be times that conflicts cannot be resolved informally. In these cases, students may file a formal grievance with the Faculty Director (Dr. Quinn Brewster) of the M.Eng.ME Program or may file one directly with the Graduate College. Consult the Graduate College Handbook for more information.

Library Services
Graduate students in the M.Eng.ME program have full access to the Grainger Engineering Library and the University libraries. Grainger Library is located two blocks north, along Springfield Ave. It has plenty of study spaces for groups and individuals, as well as access to Engineering Reference librarians. The building is open 24 hours during the semester. The Main Library is located several blocks south at the end of Wright St., it is the home of the Reference Collection, the Main Stacks, and Information Services for the entire campus. The building also has group and individual study spaces. Online and on campus students have full access to the extensive digital collections, which include thousands of journals, books, and other media. Librarians are available every day to answer student queries by phone, email and the virtual reference service.

Part Time Work On Campus
On campus M.Eng.ME domestic and international students are eligible for hourly work on campus. Students may learn about on-campus job opportunities on the virtual job board. Another helpful employment resource is the Research Park Job Board.

Student Ethics
MechSE and The Grainger College of Engineering strictly enforce student ethics and will not tolerate cheating within a course or plagiarism on course-related papers, published papers, or within theses. The College uses Section 1-404 of the Student Code to define cheating and plagiarism. It is the student's responsibility to read through this section carefully. Students who are accused of such a violation may face some or all of the consequences below:

1. Receive a grade of zero on the assignment or exam.
2. Receive a failing grade for the course.
3. Dismissal from the program.

All cases are documented within the student's departmental file at The Grainger College of Engineering and at the Graduate College. A student who is accused of such a violation has 8 days to respond to the professor in writing (usually via email). In the meantime, the professor will alert the student's home department of the accused violation. If the violation still holds after discussion of the accusation with the professor, the student has the right to appeal to The Grainger College of Engineering within 15 days of notification. To learn how to file an appeal, students should contact the Faculty Director of the M.Eng.ME Program (Dr Quinn Brewster) or their M.Eng.ME Program Coordinator (Jessica or Susan). If the student does not appeal, the matter will be closed and one or all of the above consequences will be applied. Students who receive penalty 2 or penalty 3 above will not be allowed to drop the course. Students with repeated violations may be dismissed from the program.

Student Health Insurance
All on campus students at the University of Illinois Urbana-Champaign are required to carry health insurance coverage in addition to the Health Service Fee that graduate students pay each semester. The Health Service Fee allows students to utilize McKinley Health Center for office visits with doctors, nurse practitioners, mental health counselors, and health educators. However, this fee does not pay for any care received outside the McKinley Health Center, such as emergency care outside McKinley Health Center hours.

Technology Services
Located in Mechanical Engineering Laboratory (MEL) 1005, the Engineering IT Helpdesk is open 9:00 AM–12:00 PM and 1:00 PM–5:00 PM CST Monday through Friday for walk-in questions and assistance requests. You can also email engrit-help@illinois.edu. Computers must be brought to the desk for support.

- **Engineering IT highly discourages the use of personally owned computers for performing University research and/or storing University data**. Wired network connections for personal computers are only provided where wireless is not available and on a network that matches IllinoisNet wireless. Network access can be requested by emailing engrit-help@illinois.edu. Students who contact Engineering IT to request network access must include the room, the otherwise unused network jack number, and their advisor's name. Approval of such a request is not guaranteed.

- **Printers**
  Graduate students can pay for printing with Illini Cash or may have other options depending on their location. Each computer lab has a printer that can print in grayscale. Select locations also have color printers.