

**COLLEGE OF ENGINEERING
MASTER OF ENGINEERING DEGREE
GUIDELINES**

Supervisory Committee

The student identifies 3 faculty members to serve as members of his/her Supervisory Committee. A Request for Supervisory Committee form is completed and sent to the Dean's Office for approval by the Associate Dean for Academic Affairs. *This form is due in the Dean's Office no later than the second semester of the student's graduate work.* When approved, 2 copies are sent to the department (1 for department file, 1 for student). The original is kept in the Dean's Office.

If members of the Supervisory Committee change, a Request to Change Supervisory Committee Personnel form is completed and sent to the Dean's Office for approval. Two copies are sent to the department (1 for department file, 1 for student). The original is kept in the Dean's Office.

Application for Admission to Candidacy

An Application for Admission to Candidacy for the Master of Engineering Degree must be completed, approved by the applicant's Supervisory Committee, and submitted to the Dean's Office for program approval by the Associate Dean for Academic Affairs. *This form is due in the Dean's Office at least one semester prior to the semester in which the student expects to complete his/her graduate study.* A copy of the Application is then sent to the Graduation Office. Two copies are sent to the department (1 copy for department file, 1 for the student). The original is kept in the Dean's Office.

A minimum of 30 credit hours is required in graduate courses (numbered 5000 and above). A minimum of 24 of these hours must be taken at the University of Utah. All work must be completed within four consecutive calendar years unless an extension is granted by the dean of the College.

Departments may specify certain courses required to satisfy their degree requirements. The student is required to maintain a 3.0 or higher GPA in course work listed on the Application. A grade below C- is not accepted.

Faculty consultation and thesis hours cannot be counted toward fulfillment of the M.E. Degree requirements, but faculty consultation can be used to maintain continuous registration.

Change from M.S. to M.E. Degree

A student wishing to change from an M.S. to an M.E. Degree must complete a Recommendation for Change of Graduate Classification. This form is due *one semester prior to the graduation semester*. *Students wishing graduation guaranteed for a specific semester must meet this due date.* This form is completed by the Graduate Advisor and

sent to The Graduate School for approval. When approved, the form is sent to the Dean's Office. A copy is sent to the department. The original is kept in the Dean's Office.

Changes in Plan of Study

If changes are made in a student's plan of study, an Amendment to Planned Program of Study form is completed and sent to the Dean's Office for approval by the Associate Dean for Academic Affairs. A copy is sent to Graduation. Two copies are sent to the department (1 copy for the student's file and 1 for the student). The original is kept in the Dean's Office.

Completed courses cannot be deleted from the program of study. Credit towards obtaining a degree will not be granted for classes taken prior to approval of the form unless the student is changing degree status.

Simultaneous Candidacy in M.S. or Ph.D. Not Allowed

Students in the College of Engineering are not allowed to be candidates for an M.E. Degree and a research oriented degree (M.S. or Ph.D.) simultaneously in any one department or in a combination of departments. Students who are candidates for research degrees outside of the College of Engineering cannot simultaneously be candidates for an M.E. Degree in the College of Engineering.

Continuous Enrollment / Leave of Absence

Students must be continuously enrolled for a minimum of 3 credit hours each semester (except summer) from the time of formal admission to the M.E. program until all requirements have been met.

Students who wish to discontinue their studies for one or more semesters (other than summer) *must apply for a leave of absence for a current semester by the last day of classes of that semester* by completing the Request for Leave of Absence form. They also must officially withdraw from classes in any semester for which a leave is granted.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of 1 academic year at a time. The completed form is sent to the Dean's Office for approval by the Associate Dean for Academic Affairs. A copy of the form is sent to Graduation. Two copies are sent to the department (1 copy for their files and 1 for the student). The original is kept in the Dean's Office.

Time Limit

All work for the M.E. Degree must be completed within 4 calendar years.

Transfer Credit

A maximum of 6 semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements. The candidate must have transcripts sent to the Graduate Admissions Office from the school(s) where the work was done for verification of transfer credit.

Nonmatriculated Credit

A maximum of 9 credit hours of nonmatriculated course work may be accepted as part of the student's program of study if approved by their supervisory committee.

Final Examination/Final Project

Final Examinations and Final Projects are due by the end of the semester the student plans to graduate.

Report of Completion/Graduation

After the student has successfully met all requirements for the M.E. Degree, the Graduate Advisor verifies all the courses listed on the Application for Candidacy, making sure all grades are posted and listed next to the course title on the Application. The advisor should make sure that the degree code is posted as M.E. The Application for Candidacy and the Report of Completion are then sent to the Dean's office for approval for graduation by the Associate Dean for Academic Affairs. **Deadlines:** The Application for Candidacy and the Report of Completion are to be in the Dean's office by the following dates: January 15th for Fall Semester; May 30th for Spring Semester, and September 1st for Summer Semester.

The original Application for Candidacy and Report of Completion are then sent to Graduation. One copy is kept in the Dean's Office and two copies are sent to the department (1 copy for the student's file and 1 for the student). The student is not approved for graduation until the Application for Admission to Candidacy form and Report of Completion are returned to the Graduation Office.