GUIDELINES FOR GRADUATE STUDENTS
IN MECHANICAL ENGINEERING

DEPARTMENT OF MECHANICAL ENGINEERING
THE UNIVERSITY OF ALABAMA
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FOREWORD

The following information is designed to guide you in procedures used by the ME Department and by the Graduate School. This should be regarded as a supplement to, but not a replacement for, the material in the Graduate Catalog. You will need to become particularly familiar with the catalog material describing the degree for which you are studying, and with the regulations listed separately in the section for the College of Engineering. Those students studying toward the Master of Science degree in Mechanical Engineering who have a bachelor's degree in another discipline should become familiar with the list of minimum requirements (see Appendix A). For information concerning areas outside the scope of the Department (e.g. campus facilities, housing, etc.) please refer to the Graduate and Undergraduate Catalogs. Students should also consult the booklet entitled "The Graduate Assistant Guide" available from the Graduate School office.

We hope that your experience as a graduate student in our department will be meaningful to you and your career. If you have any questions about any phase of your program, ask your advisor, the Department Head, or any of the faculty to help you.
A. ACCEPTANCE OF AN ASSISTANTSHIP IS AN OBLIGATION

The acceptance of an assistantship carries with it several obligations on the part of the student, the primary one being that the student will either (a) complete all requirements for the appropriate degree or (b) come to some agreement with his/her research advisor on an alternative. Whether a research grant or the department is paying the stipend, an assistantship represents an investment of both time and money in the student. It is important that the student perform well in his/her research tasks during the entire time he/she is being financially supported, even though his/her productivity may be limited during the first semester.

It is particularly frustrating for a research supervisor to spend a significant amount of time and energy in bringing a new graduate student up to speed during his/her first semester, only to have him leave after one or two semesters. If a student should leave unexpectedly (even with good reason), this can cause a serious delay in the research project since it often takes several months or a semester to find a replacement and get him up to speed after his/her arrival. Fortunately this is a rare occurrence. The position of the Faculty is that you should not accept financial aid from UA unless you intend to complete your obligation here. Afterward, if you wish to apply to another school or apply for a job, we would be pleased to offer our encouragement and assistance.

B. PERFORMANCE IN RESEARCH

Every student who receives a GRA or who is registered for ME 599 Thesis Research or ME 699 Dissertation Research is expected to spend a significant amount of time on a research project. This is true regardless of the number of hours of 599/699 the student is registered for. The student and the faculty member directing the research should decide the specific tasks assigned to the student. It is essential that the student discuss the research with his/her advisor on a regular basis and understand what is expected of him/her in the form of an experimental program, research results, reports, papers, etc. Obviously there will be times when progress will be slow (e.g. during a student's first semester, during finals, or qualifying exams), and other times when significant progress is possible (e.g. during the summer). It is important that the student show some measurable progress each semester.

C. RECORDING OF RESEARCH DATA

During the course of your research, you will frequently have to record data from many different experiments. A careful, logical and well-organized record must be maintained of how the experiments were performed and the results obtained. The use of paper towels or arbitrary slips of paper for recording data will not be acceptable. Most research advisors will require you to maintain laboratory notebook(s) in which all of this data should be recorded. You should check with your research advisor to see which method he/she prefers you to use.

D. USE OF THE LIBRARY AND LIBRARY MATERIALS
The use of information from the literature is critical to graduate education, and it is expected that all graduate students should be familiar with the library and the use of standard reference materials and journals. Students should also be aware that they are expected to use the library frequently whether or not the instructor specifically indicates that a certain piece of data or reference must be consulted. If you are unfamiliar with the Reference, Reserve, Journals, and General Circulation sections of the library, one of your primary initial tasks upon arrival is to familiarize yourself with these and other sections of the libraries. The student should also acquaint himself with the electronic indices that can be accessed through the Internet. There are very competent librarians available who will be pleased to help you. If you do not know how to use the library, it is your responsibility to find out.

E. EXPECTATIONS IN CLASSROOM ASSIGNMENTS AND WRITTEN REPORTS

Many classroom assignments (including homework, take-home exams, term papers, reports, etc.) and reports to your research advisor will require you to consult the library, even if this is not explicitly stated on the assignment. If you use data or information obtained from a journal, text, book, etc. you must provide a complete reference on your assignment. When making a reference to research or data other than your own in the body of a report always reference the document at that point in the text. If you do not know how to give a complete reference, consult a recent technical journal and look at the references at the end of one of the papers and how they are correlated with specific locations in the text of the paper. Your references should be given in much the same manner and provide the same information.

You should recognize that failure to provide a reference could, in some cases, be construed as plagiarism. For example, term papers, which contain sentences, paragraphs or pages taken verbatim from another source, may be used but only if enclosed within quotation marks and given a proper reference. In most cases it would be wiser to paraphrase or reword the material, but a proper reference must still be given. (See also the section on Academic Misconduct.)

F. ACADEMIC MISCONDUCT

"All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentation and abetting any of the above." (UA Graduate Catalog, 1999-2001, p. 75) The following, definitions of cheating, plagiarism, fabrication of information, misrepresentation are taken from the UA undergraduate catalog:

*cheating* - reusing or attempting to use unauthorized materials, information, study aids, etc.

*plagiarism* - representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.

*fabrication* - presenting as genuine any invented or falsified citation or material.

*misrepresentation* - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including, schedules, prerequisites, and transcripts.

Penalties for academic misconduct can range from a reprimand to a penalty as severe as suspension or even expulsion.
G. PHILOSOPHY OF EDUCATION IN THE U.S.

The educational system in the U.S. has a different approach than that in many other countries. Students are encouraged and indeed, expected, to ask questions if they do not understand. This is especially true in class: there is no such thing as a "dumb" question. If you have problems in course work or research you should discuss these issues with your instructor or research advisor. It is not the responsibility of the instructor to ask the student for an appointment.

H. GRADE POLICY

There are no automatic assignments of grades. Performance in all courses is expected to merit an average grade of at least a B. However, if the level of performance is less than B, a lower grade will be given which could be a C, D or F.

I. SEMINAR

The Department expects graduate students to attend and to participate in the scheduled Graduate Seminar. Each graduate student will be invited to present results from his/her research at a seminar at least once a year. Certain seminars are presented by visiting speakers. All graduate students are expected to attend such seminars as part of the audience during every semester they are in residence on campus.

J. OFFICE SPACE

Each graduate student will be assigned a desk in one of the offices located in the department. See one of the administrative assistants in the Mechanical Engineering Department main office to learn how you might be assigned an office and obtain a key. Since several students share each of these offices, it is important that each student observe certain courtesies. Cooking and setting up cots are prohibited in all office and lab spaces. Please keep common areas organized and picked up. While all student offices can be locked, they should not be considered secure enough to leave your valuables in while you are not there.

K. DEPARTMENTAL MAIL BOXES

Each graduate student will be assigned a mailbox in the Mechanical Engineering Department's main office. The administrative assistant will assign you a mailbox when you check in.

L. LABORATORY CONDUCT & SAFETY

Safety is a critically important issue. It is our desire to provide you with a safe working environment. Laboratory conduct and safety are discussed more completely later in this document. You will be held responsible for obeying these regulations. See section VII below.

M. COMPUTER RESOURCES
You can gain access to computer resources at the departmental, college, and university levels for email accounts as well as research work. See section VIII below.

N. BECOME FAMILIAR WITH THE RULES

It is the responsibility of each individual student to become familiar with the rules and regulations relating to research, course work, and progress toward the particular degree that is being sought. It is not the responsibility of the faculty, staff or administration to inform each and every student about each particular rule or regulation. The department, including both faculty and staff, will endeavor to be as helpful as possible in keeping you informed, but ultimately the responsibility for following proper procedure falls to the individual student. Therefore it is critical that all students should be familiar with pertinent information in (a) the Graduate Catalog, (b) "IMAGES" (Information Manual for Graduate Engineering Students) published in the engineering dean's office and (c) "Guidelines for Graduate Students in Mechanical Engineering" published by the ME department. Copies of these items belong in your personal library for easy access. Another important resource is the Graduate School’s Web Page www.ua.edu/graduate. Many important procedural items can be found at this site.
YOUR FIRST SEMESTER AS A GRADUATE STUDENT

There are several procedures that will require your attention. Some are departmental and do not involve the policies of the Graduate School and/or College of Engineering. All are designed to help you and your advisor and to assure that your program will meet the requirements of every administrative division involved.

A. CHOOSING A TEMPORARY ADVISOR

As quickly as possible and preferably before registering for your first semester, you should discuss your plans with a professor in your major area, and let him/her help you develop a general idea of what you will be doing during your program. This professor will also advise you about courses to sign up for at registration. If you do not know any of our faculty, then you may choose whomever you wish. It is vital that you obtain a temporary advisor who can work with you until your permanent supervisory committee is formed. The department graduate advisor will be glad to help you select a temporary advisor, but cannot be expected to help you pre-register for courses unless he/she has agreed to be your temporary advisor.

B. M.S. DEGREE OPTIONS

There are two options for the M.S. degree, Plan I and Plan II. Normally, Plan I, under which a thesis is required, is standard practice for earning the Master of Science in Mechanical Engineering (M.S.M.E.) degree. In exceptional cases, however, a student may utilize Plan II (33 approved hours of course work and an exit exam, no thesis required), with the approval of his/her supervisory committee.

C. THE THESIS TOPIC

You should arrive at a definite decision about your thesis topic during your first semester with your permanent advisor, unless you have been approved for the non-thesis option. You are encouraged to consult with each faculty member to determine what research areas and topics are available to you. The sooner you establish a definite thesis topic, the better. In particular, M.S. students should have their literature search well underway by the end of the first semester if they are to meet a normal schedule of progress toward a degree. The student and the advisor should agree on a tentative thesis title and an abstract at the same time that the supervisory committee is organized.

D. THE SUPERVISORY COMMITTEE

As soon as you and your thesis advisor have decided upon a thesis topic, it is time for you and your advisor to establish a supervisory committee. You or your advisor should then check with each faculty member selected for the committee and obtain his/her permission to be included. A minimum of three faculty members is required for a M.S. committee, and five faculty members for a Ph.D. committee. Non-faculty persons (such as Bureau of Mines employees or a representative from industry) may be appointed, as long as the requisite minimum of regular faculty members are on the committee. Regulations also specify that at least one member of the committee be from another discipline. For Ph.D. committees, a representative from each minor area is also required. For both the M.S. and Ph.D. at least one faculty
member must be chosen from the ME Department. Your supervisory committee must be formed by the end of the first semester for Masters students and by the end of the first academic year for Ph.D. students.

DURING YOUR GRADUATE PROGRAM

A. APPLICATION TO GRADUATE SCHOOL

There are several avenues for applying to graduate programs. Students outside The University of Alabama should follow the long application form which can be secured from the Graduate School or from the web site, www.ua.edu/graduate/. Students who have been or are currently in the baccalaureate program at The University of Alabama can obtain a short application form (appendix B1) from the Graduate School or the ME Department. Students who have earned a master’s degree from the Mechanical Engineering Department at The University of Alabama can apply to the Ph.D. program with the form shown in appendix B2. This form can be obtained from the ME office.

B. REGISTRATION FOR THESIS

The Graduate School requires a full-time student to register for a full class load (12 hours, but may be less if you are a Graduate Assistant). If you are taking fewer hours than the full load expected you will be asked to make up the difference by taking ME 599, "Master's Thesis Research," or ME 699, "Doctoral Dissertation Research," as appropriate. The number of hours in research that you take each semester will reflect the progress you make and the extent to which you use University facilities. The grades assigned by your advisor will reflect his/her opinion of your progress.

Only students with an M.S.M.E. degree (or M.S. degree in an area approved by the Department Head) may work on the Ph.D. degree. If a student without an M.S.M.E. degree (or M.S. degree in an approved area) intends to obtain the Ph.D., he/she should first obtain the M.S.M.E. degree (under Plan II if desired). For both M.S. and Ph.D. students there is a minimum number of research hours required for graduation. M.S. students must have a minimum of 6 hours of ME 599, and Ph.D. students must have a minimum of 24 hours of ME 699 for graduation. Furthermore, Ph.D. students are expected to enroll continuously and without interruption once they have been admitted to doctoral candidacy (i.e. once they have passed the preliminary exam).

The University requires that Ph.D. students who have been admitted to candidacy register for a minimum of 3 hours ME 699 each semester. Prior to your admission to candidacy, you may register for less than 3 hours ME 699 (with your advisor's permission), but you will have to obtain an "override" from the Graduate School office. Without the override, the computer will not accept registration for less than 3 hours of ME 699.

C. GRADES

Remember that the Graduate School requires you to maintain at least a B average overall. If you were admitted conditionally, you must make at least a B average on your first 12 hours of graduate work completed. A course numbered 400-499 may be used for credit toward the major only if you have made at least a B. Also, three-fourths of your total hours must have a grade of B or better.
D. APPLICATION FOR CANDIDACY

Forms establishing your candidacy for the M.S. and Ph.D. degrees (Appendices B1 and B2, respectively) must be filed with the Graduate School after at least 12 credit hours of graduate work have been completed. Final approval of the completed forms must be secured before the time of registration for the semester in which you complete requirements for the degree. The Application for Advanced Degree (MSME: Appendix B3; Ph.D.: Appendix B4) also should be made at this time. The blank forms for both purposes may be obtained from the Graduate School Office.

REQUIREMENTS FOR THE M.S. DEGREE

If you are studying toward the M.S. Degree in Mechanical Engineering, please note the special requirements for that degree listed in the Graduate Catalog; they are listed just before the ME course descriptions. Your committee should be consulted if any question arises concerning the applicability of a given course to your program.

A. ADDITIONAL RULES

The following is a partial list of requirements in the Graduate Catalog or set forth by the College of Engineering and the ME Department.

(a) Up to one-half of the course work required for a graduate degree may be transferred from another institution, subject to the prior approval of the student's department.

(b) No more than six hours of the course work toward a graduate degree may be at the 400 level.

(c) At least 24 course credit hours at or above the 400 level. Seminar cannot be counted toward these hours.

(d) At least 12 hours in major courses at or above the 500 level. Major courses are defined as ME and ME cross-listed courses.

(e) Satisfactory completion of Math 253 (Applied Differential Equations) or its equivalent prior to or immediately after admission.

(f) At least 6 hours of math courses, from the Math Department or the College of Engineering at the 400 level or above.

(g) At least 6 hours of a minor (the math courses can be used as the minor).

B. ADMISSION TO CANDIDACY

(a) When to Apply - The application for admission to candidacy for the Master's Degree (Appendix B3) may be filed after 12 semester hours of graduate credit have been earned at The University of Alabama (transfer credit does not apply). The application must be approved by the time of registration for the semester in which completion of the
degree requirements is expected (e.g., if completion is expected in May, candidacy application form must be completed and approved prior to registration for the spring semester). The candidacy application may not be submitted before the Supervisory Committee form (Appendix B5) and Plan of Study (Appendix B6) form have been submitted and approved.

(b) Approval - Approval is conditional upon: a) quality of graduate work completed to date; b) removal of any special conditions imposed during admission; and c) the certification by the major department (Supervisory Committee) or school that the student is well qualified to continue work toward a degree.

C. APPLICATION FOR DEGREE

Each candidate for a master's degree must apply for the degree through the Office of the Graduate School (Appendix B7) no later than the registration period for the semester in which completion of degree requirements is expected (e.g., completion expected in May, application for degree must be made by the registration period for the spring semester).

D. COMPREHENSIVE EXAMINATION

A final comprehensive examination is required of all Plan I and II Master's candidates. The content of this exam depends on the candidate’s option. Plan I Master’s candidates take an examination based on course content in the major (and minor) field. Plan II Master’s candidates take an examination based on thesis work (defense). Either examination may be either written or oral. The format of the exams is determined by the supervisory committee.

(a) Examination Committee - The examination committee should consist of no fewer than three people who are familiar with the candidate and his/her course plan. In most cases, the Supervisory Committee will serve as the examining committee. One member of the committee must be outside the major department in a related field of study.

(b) Notice of Examination. - Written notice of the time and place of the examination (Appendix B8) should be sent to the Dean of the Graduate School, the Department Chairman, and each member of the committee. The examination must be given and passed no later than six weeks prior to the end of the semester in which degree requirements are to be completed.

(c) Examination Results - Notice of the results of the examination (Appendix B9) should be submitted to the Graduate School by the student's advisor immediately following the examination and no later that six weeks prior to the end of the semester in which degree requirements are to be completed. If not already done, a card reporting the title of your thesis (Appendix B10) must also be turned in at this time.

E. TRANSFER OF COURSE CREDIT

A graduate student who has transferred into The University of Alabama master’s program from a graduate program at another university may transfer up to one half of his credits from that university. The request to transfer credits from another university is found in appendix B11. The form to be filled out by the advisor, usually with your help, is listed in appendix B12.
REQUIREMENTS FOR THE Ph.D. DEGREE

A. CURRICULUM REQUIREMENTS

The program of study leading to the doctoral degree in mechanical engineering for an entering student with a baccalaureate degree in mechanical engineering includes the following elements:

(a) A minimum of 48 semester hours of approved course work that satisfy all other course requirements for the degree;
(b) A minimum of 24 additional semester hours of approved course work in mechanical engineering, of which 9 hours may be in closely related supporting fields;
(c) Qualifying examination covering graduate course work;
(d) A research dissertation in mechanical engineering (minimum of 24 semester hours of dissertation research ME 699).

Students entering the graduate program with a baccalaureate degree in one of the engineering disciplines other than Mechanical Engineering, or in one of the physical sciences (predominantly physics and chemistry), will be required to take a series of undergraduate preparatory courses (normally a minimum of 21 semester hours), or present equivalent course work, in addition to the above requirements. Furthermore, if the student's academic background does not include the development of proficiency in computer programming, an appropriate preparatory course will be required.

All students are required to earn a Master of Science Degree in Mechanical Engineering as a definitive step in their advancement toward a doctoral degree. Up to 24 semester hours of course work earned for the Master's degree may be incorporated within the total Ph.D. course work requirement, i.e., up to 24 of the required minimum of 48 semester hours. At least two-thirds of the required minimum of 48 semester hours of course work must be at the 500 and 600 levels.

In order to help the faculty, individual advisors, and staff keep track of the progress you make toward your degree, you will need to fill out a Program of Study and have your advisor and supervisory committee approve it. A copy of a Program of Study form is given in Appendix B6. Hopefully, you will also find it helpful in planning your course work. Basically, this form should be used as a worksheet filled out by you, the student, and approved by your advisor. You should fill out the entire program of study even if you are not sure that specific courses will be taken or offered; enter as many courses as practicable. Courses listed may, of course, be deleted or additional courses entered at any time with the approval of your advisor. Grades earned in each course may be entered as they are completed.

As soon as you have decided on a program of study in consultation with your advisor, fill in the form and make two copies. The original should be turned in to the department office for inclusion in your department file. One copy is for your advisor. Keep the other copy for yourself, in order to maintain a personal record of progress toward the completion of your Ph.D.

Important: When your course work is eventually completed, if any changes or corrections in your program of study have occurred, a final, corrected copy of the Program of Study will be required for the department's files.

B. TRANSFER OF COURSE CREDIT
A graduate student who has transferred into The University of Alabama Ph.D. program from a graduate program at another university may transfer up to one half of his credits from that university. The request to transfer credits from another university is found in appendix B11. The form to be filled out by the advisor, usually with your help, is listed in appendix B12.

C. CANDIDACY AND DISSERTATION REQUIREMENTS

Admission to candidacy for the doctoral degree will be contingent upon the successful completion of qualifying examinations and the successful presentation of a dissertation research proposal of no more than 10 pages in length. Normally, a student will be considered eligible for candidacy when the majority of the required course work has been completed. The form recommending the student for candidacy should be completed prior to the registration period for the semester in which the degree is expected (e.g., degree expected in May, candidacy application should be completed prior to the registration for the spring semester). The Supervisory Committee and Plan of Study must be approved and on file prior to admission to candidacy. After being admitted to candidacy, the student must then complete the remaining requirements for the degree, with the principal remaining requirement involving the doctoral research and dissertation.

D. QUALIFYING EXAMINATIONS

A preliminary or qualifying examination is required of all candidates for the Doctor of Philosophy Degree after most of the coursework has been completed.

Qualifying examinations will be composed of questions requiring substantive knowledge of experimental and theoretical topics in Mechanical Engineering. The questions will not be limited to course content. The examinations will be designed to assess the breadth and depth of the student's knowledge, encourage organization and integration of knowledge, and inform the faculty concerning the student's academic competence. The advisor and graduate committee will decide on the content and format of the qualifying exam.

The qualifying examinations will normally consist of the following: (1) a written and/or oral “Fundamental” examination largely based on graduate coursework, (2) the dissertation proposal, and (3) an oral examination regarding the dissertation proposal. The qualifying examinations should be completed within one academic term after completion of all required course work and at least nine months before the degree is to be awarded. No more than two attempts will be allowed to pass the examinations. The qualifying examination will be developed and evaluated by the student's graduate committee and any additional faculty deemed appropriate. The student and committee should meet early to discuss the format and nature of the examinations. Furthermore, the committee and student should discuss any deficiencies in the student's background and a reading list may be provided if deemed necessary.

E. DISSERTATION RESEARCH PROPOSAL

Immediately following successful completion of the coursework portion of the qualifying examinations, the student will present in written and oral form his/her dissertation research proposal.
The proposal should be no more than 10 pages in length. The student's graduate committee will evaluate the merit of the dissertation research proposal. The committee members will also make helpful suggestions to the student regarding the direction and efficiencies of the research activity. Upon successful completion of the qualifying examinations and the dissertation research proposal, the student will be admitted to candidacy.

F. DOCTORAL DISSERTATION

Each candidate for the Ph.D. degree must complete the doctoral research and write a dissertation demonstrating independent, original scholarship within the Mechanical Engineering field. While completing the dissertation requirements, the student must register for ME 699, Dissertation Research, for a minimum of 24 semester hours of credit (plus additional course work if required or desired).

The University requires that Ph.D. students who have been admitted to candidacy register for a minimum of 3 hours ME 699 each semester. Prior to your admission to candidacy, you may register for less than 3 hours ME 699 (with your advisor's permission), but you will have to obtain an "override" from the Graduate School office. Without the override, the computer will not accept registration for less than 3 hours of ME 699.

The student's graduate committee will supervise the dissertation. Changes in the student's committee, necessitated by changes in the student's research interest or other reasons, may be made but will require the filing of a revised Supervisory Committee request form (Appendix B5). The dissertation must be turned in to the Graduate School in accordance with the instructions noted in the publication Instructions for the Preparation of Theses and Dissertations. Copies of this publication may be obtained from the Graduate School.

G. SCHOLASTIC REQUIREMENTS

Probation: Students may be admitted on probation, or placed on probation after admission if they fail to earn at least a 3.0 overall grade point average in their first 12 hours of study or at any point thereafter. The student may also be placed on probation, upon the recommendation of the program faculty, in instances of unsatisfactory performance on an assistantship or fellowship or of unethical conduct. Decisions concerning probation, readmission or termination will be made according to the UA Graduate School rules and are subject to appeal procedures within the program and the Graduate School.

H. FINAL EXAMINATIONS

When the dissertation has been completed and accepted, the Supervisory Committee will give the candidate a final oral examination. This examination must take place no later than six (6) weeks prior to graduation. Notification of the results of the examination must be made to the graduate school no later than six weeks prior to graduation.

I. APPLICATION FOR DEGREE
Application for degree (Appendix B3 for MSME; B4 of Ph.D.) must be filed with the Office of the Graduate School no later than the registration period of the semester or first term of the summer session in which requirements for the degree are to be completed (e.g., completion expected in May, application must be filed by registration for spring semester).

J. CONTINUOUS REGISTRATION

Students admitted to candidacy for a doctoral degree are expected to pursue completion of the dissertation without interruption by enrolling each semester for three or more hours of dissertation research.

K. RESIDENCE REQUIREMENTS

The minimum period in which the doctor's degree can be earned is three full academic years of graduate study. The student must spend either the second or third academic year in continuous residence as a full-time student in the Graduate School of The University of Alabama. Instructors, fellows, and assistants who teach more than three hours should expect to spend more than the minimum period in residence.

YOUR LAST SEMESTER BEFORE COMPLETING DEGREE REQUIREMENTS

There are two deadlines, established by the Graduate School, which will concern you during your final semester. Specific dates for those deadlines are set and published each term, but you can roughly anticipate the deadlines as follows:

1. A card (Appendix B10), reporting the approved title of your thesis or dissertation, must be turned in by a date that is usually about six weeks prior to completion of degree requirements.

2. The completed thesis or dissertation must be in the Graduate School office, all fees must be paid, and forms (Appendix B13 sample for thesis; B14 sample for dissertation) properly signed approving the thesis or dissertation and the final examinations must be turned in by a date which is usually about six weeks prior to completion of degree requirements.

The last semester sequence leading up to completion degree requirements will be:

(1) You will go to the Graduate School during your final semester, well in advance of the deadline, and obtain your title card (Appendix B10). That office will also give you a set of forms (Appendix B13 or B14) for the approval of your thesis or dissertation, which should be retained until the time of your final oral examination. If you wish, one of our secretaries will be glad to store the forms in your departmental file until your oral examination. When you and your advisor have agreed on the title, you will have the title card typed and approved by the department head, and you will turn it in to the Graduate School.

(2) When the rough draft of your thesis or dissertation has been completed, your advisor will read it and suggest whatever revisions he/she feels are appropriate. After he/she is satisfied with your draft, you may have the thesis or dissertation typed in final form. Be sure to consult of the Graduate School publication, "Instructions for the Theses
and Dissertation," so that your completed typescript will conform to all rules. About this time, you should set the
date of your final oral examination. Your advisor will notify the Dean of the Graduate School, in writing (Appendix
B7), of the date and place of your oral exam, and the Dean will mail him the oral exam approval papers and will
notify the committee members when and where the exam is to be held.

3) You will give a copy of the typed thesis or dissertation to each member of the final examining committee. If no other
deadline is set by the committee, you will present the copies no later than one week prior to the date of your final
examination. The copies will be returned to you after the examination.

4) The final oral examination will, in most cases, be concerned chiefly with defense of your thesis or dissertation. You
should prepare, and rehearse and time beforehand, a presentation of your work, not to exceed 30 minutes in length,
with which you will begin your oral exam. Following your presentation, the persons present will question you and
discuss your work. Your supervisory committee may also wish to question you orally about other phases of your
program. Your committee chairman (normally the same person as your thesis advisor) will notify you beforehand if
this is to be done.

5) You must make all corrections or alterations of the thesis or dissertation which the examining committee may
require, and have them certified by your committee chairman, before he/she releases signed thesis or
dissertation-approval papers to you. When returning the corrected thesis or dissertation to the chairman, you must
also return any written lists of required corrections or alterations given to you by committee members. The
Graduate School checks each thesis or dissertation very thoroughly, and it is to your advantage to proofread your
final copy as carefully as you can before turning it in. Your thesis or dissertation has to receive final approval of the
Graduate School Dean before you can receive your degree. The Graduate School readers often require further
changes (usually of either a grammatical or format nature) to be made in a thesis or dissertation after it has been
given to them. If you plan to leave the campus soon after you turn in your thesis or dissertation, you must arrange
for a friend to pick up your thesis or dissertation, get the corrections made, and turn it back in for you. The
Department cannot take responsibility for doing this for you.

6) All keys must be accounted for satisfactorily (including payment of replacement costs for missing keys) before you
leave campus permanently. We normally will ask that you settle you key accounts with the secretary before we
release to you the papers which approve your final oral examination.

LABORATORY WORK

A. GENERAL CONDUCT

Laboratories are provided for research purposes. Equipment other than your own should not be tampered with or used
without permission. Use or borrowing of equipment from other laboratories should only be done with special
permission. Borrowed equipment should be returned as soon as you are through with it. Laboratories should be
locked at all times when vacant. If you are the last one to leave it is your responsibility to see that the laboratory is
locked and all lights are turned off. Graduate students may be issued keys to individual laboratories or student offices if
the need for a key is approved by the Department Head. You are responsible for all the use that is made of keys
checked out to you. Keys may be obtained from the Department office.
In no case should you use any equipment or instrument with which you are not familiar. You should ask faculty members, technicians, and other graduate students for assistance in learning how to use equipment and instruments.

B. SAFETY

Responsibility

a) Each student is responsible for his/her or her own personal safety. Be sure you know how to perform each task in a safe manner.

b) Each Research Director is responsible for safety on the project as a whole.

c) Report unsafe conditions or practices to him.

d) The Department Chairman is responsible for the general safety of all projects, courses or activities in the department.

Housekeeping

a) Keep laboratory work space in good order.

b) Report and/or correct unsafe working conditions.

c) Do not collect excessive amounts of chemicals, products or equipment.

d) After you finish working in any laboratory, you must clean the equipment and the area in which you were working. This rule is to be followed strictly and in no case should you leave any laboratory dirty or cluttered.

General Rules

1. Keep benches, dry boxes, hoods, and other lab space etc., neat and clean. Do not use these areas for inactive storage.

2. Bench drawers are for storage. However, do not hoard equipment or chemicals that are not being used.

3. Know proper procedures for operation of various specific pieces of equipment. Examples are drill press, grinding wheels, high pressure presses, hand drills, furnaces, etc. (Gloves, ties and loose clothing can be caught by smooth and rough rotating machine parts with consequent injuries.)

4. Make yourself aware of hazards connected with high pressure gas cylinders. (Use proper storage, transportation and application procedures.)

5. Make yourself aware of potential fire hazards. (Learn where fire extinguishers are located and what type fires they are appropriate for.)

6. Make yourself aware of potential electrical hazards.

    a. Proper grounding of equipment is essential.
b. Avoid unsightly, unnecessary and excessive wiring on any apparatus.

c. Check wiring of any new installation for hazards.

8. Make yourself aware of "No Smoking" areas.

9. Use eye protection (goggles) for both mechanical and chemical work.

10. Use caution and safe procedures in working with glassware. Cuts, stab wounds and burns are the most common laboratory injuries.

11. Spills: "He who spills is responsible for cleanup." If the spilled material is hazardous or extensive, get help.

12. First aid.
   a. Prevent further injury.
   b. Check dangerous conditions that may further endanger life.
   c. Protect from infection.
   d. Reassure, protect and comfort patient.
   e. Ask for help if circumstances indicate.
   f. Report situation to proper individuals.

13. Make yourself aware of the use, operation, and location of safety devices and equipment.
   a. This includes safety glasses, showers, eye washes, gas masks, gasdetectors, first aid kits, telephones, fire extinguishers, fire alarms, fire hoses, hydrants or other special devices.
   b. Learn about the toxicity, flammability, etc. of the chemical reagents and/or products you personally use.
   c. Use safety barriers or shields if needed.
   d. Provide a written emergency shutdown procedure near your experimental setup.

COMPUTER FACILITIES

Computer facilities at The University of Alabama are supported at different levels: the Department, the College, and the University. Each of these are described below.

A. DEPARTMENTAL FACILITIES

There is a computer lab in room 160 Hardaway which is available for use by any Mechanical Engineering student. In order to use this facility, you will need a userID and password, which can be obtained from the Departmental Computer Coordinator (Dr. Woodbury).

There are no e-mail facilities provided by the Department.

General policies governing this facility are:

a. A computer printer is provided, but the Department cannot supply the volume of paper demanded by student use. Each person is required to supply their own paper (a ream of 500 sheets of paper can be bought at the Supply Store).

b. The computer facilities are provided for use by students enrolled in the Mechanical Engineering curriculum.

c. The computer facilities are provided to support coursework, research, and professionally-related extra-curricular activities.
d. Game playing and recreational internet browsing are not prohibited, but at all times academic work (defined in #2 above) takes precedence. Please yield facilities to those waiting with serious work.

e. Internet browsing involving download of any material that is or might be considered sexually explicit is absolutely prohibited at all times. Violation of this policy is considered an act of academic misconduct punishable by the Office of the Dean for Academic Affairs.

B. COLLEGE FACILITIES

PC Network

PC Labs are provided in 254/255 Hardaway, 120 Houser, and H.M. Comer. A userid and password (different from that needed for the department) are required to access the PC Labs. Every student in Engineering is assigned a userid and password. See Engineering Network Services (220 Houser) for more information.

This PC userid can be used to receive e-mail.

UNIX Network

At the present time (Fall 1999) a userid can be established on the College RS/6000 networks. However these facilities are being phased out. See Engineering Network Services (220 Houser) for more information.

This UNIX userid can be used to receive e-mail.

C. UNIVERSITY FACILITIES

a. The University operates a SUN workstation system for academic computing. Any student at the university can request a userid for this system. Contact the Help Desk at the Seebeck Computer Center for more information.

b. This UNIX userid can be used to receive e-mail.
Minimum requirements for the Master of Science degree in Mechanical Engineering for holders of a Bachelor of Science degree from an area other than Mechanical Engineering.

In preparation for graduate work, the following undergraduate courses or acceptable equivalents are required:

1. Mathematics (college level): Calculus, 3 semesters, Ordinary Differential Equations, 1 semester
2. Chemistry (college level): General Chemistry, 2 semesters
3. Computer Science: Programming, 1 semester
4. Physics (college level): General Physics, 2 semesters
5. Mechanical Engineering:
   a. Thermal-Fluids emphasis:
      ME 215, Thermodynamics -- 3 credit hours
      ESM 311, Fluid Mechanics -- 3 credit hours
      ME 309, Heat Transfer -- 3 credit hours
   b. Systems emphasis:
      ESM 250, Mechanics of Materials I
      ME 350, Static Machine Components
      ME 372, Dynamic Systems

In addition to a research thesis, a minimum of 24 credit hours of course work is required. The following conditions must be met:

1. At least two-thirds of the 24 credit hours must be at the 500 level.
2. At least 12 hours must be at the 500 level in the major field.
3. Six hours of technical electives.
4. Six hours in a minor field.
5. Six hours of mathematics (may be GES or ME, e.g. ME 501) beyond Ordinary Differential Equations at the 400 levels or above. Normally these six hours are included in requirements #3 and #4.

B. APPENDIX B

Appendices B1 – B14 are forms that graduate students will use in the course of earning an MSME or Ph.D. degree.
Appendix B1

GRADUATE SCHOOL
THE UNIVERSITY OF ALABAMA

Instructions for Completing Application for Admission to Master’s or Doctoral Program for Baccalaureate Program at The University of Alabama

Applicants must have completed at least 57 hours and have an overall GPA of at least 3.0.

APPLICATION

Action cannot be taken on an application until the following have been received:

1. Graduate School application form (two copies).
2. "Statement of Purpose" form (two copies), Nore: This statement must be submitted on the form provided by the Graduate School.
3. Official score reports of GRE, GMAT, MAT, or NTSc required by department to which application is submitted. Test scores must be no more than five years old. Refer to program descriptions in the Graduate Catalog for acceptable examination.

THE APPLICATION FORMS, AND OTHER MATERIALS SHOULD BE SENT DIRECTLY TO:
Office of the Graduate School
The University of Alabama
Box 700116
Tuscaloosa, Alabama 35487-0116

APPLICATION DEADLINES
To ensure adequate time for review, applications should be completed at least six weeks before the anticipated date of registration. If applicant is requesting admission and financial aid for the fall semester, the application should be completed as early as possible.

FINANCIAL AID
Many types of financial aid are available, including Graduate Assistantships, Graduate Council Research Fellowships, departmental teaching assistantships, and departmental research assistantships. Applicants for financial assistance for minority students, including the Roberta Hume Fellowship Program, must be made through the Graduate School Office of Minority Student Assistance, Box 700116, Tuscaloosa, Alabama 35487-0116. Applications for loans and work-study assignments must be made through the Office of Student Financial Aid, Box 700155, Tuscaloosa, Alabama 35487-0155.

INTERNATIONAL STUDENTS
Applicants must also provide proof of ability to finance graduate studies by completing the enclosed Non-Immigrant Visa Information Questionnaire and Declaration of Financial Support. All documents not in English must be accompanied by certified English translations.

The University of Alabama is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, age, religion, or national origin, or against qualified, handicapped persons. The University complies with nondiscrimination regulations under Title VI and Title IX of the Civil Rights Act of 1964, Title II Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. An inquiry concerning this policy, or a complaint alleging violation, may be directed to the Director, Office of Equal Opportunity Programs, Box 870300, 121 Wilson Hall, Tuscaloosa, Alabama, 35487-0300.
**APPLICATION FOR ADMISSION TO A DOCTORAL OR E.D.S. PROGRAM FROM MASTER'S PROGRAM IN THE SAME DEPARTMENT/AREA AT THE UNIVERSITY OF ALABAMA**

**THE UNIVERSITY OF ALABAMA**

**GRADUATE SCHOOL**

**BOX 870244**

**TUSCALOOSA, AL 35487-8702**

For Additional Information Consult our Website: [http://www.ua.edu/graduate/](http://www.ua.edu/graduate/)

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<td>Speciality</td>
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<tr>
<td>Home Address</td>
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<td>City</td>
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<th>Proposed Admission Date Year</th>
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<td>August</td>
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<td>City</td>
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<th>Country of Citizenship</th>
<th>Country of Origin</th>
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<th>Middle</th>
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<th>For Statistical Purposes Only:</th>
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<td>Degree Seeking: Masters</td>
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<td>M.S.</td>
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<td>A.B.</td>
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<tr>
<td>Other</td>
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<tr>
<th>Degree Concentration</th>
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<td>Health Services</td>
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<td>Public Health</td>
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<td>Health Administration</td>
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<th>For Statistical Purposes Only:</th>
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<td>Gender: Male</td>
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<tr>
<th>Faculty Recommendation</th>
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<tr>
<td>On the basis of the student's undergraduate and graduate performance, entrance examination score, departmental criteria, and the recommendation of the faculty, I recommend that the student be:</td>
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<tr>
<td>Approved</td>
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<th>Faculty Signature</th>
<th>Date</th>
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<th>GRADUATE SCHOOL OFFICE USE ONLY</th>
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<td>Date</td>
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<th>Dean's Signature</th>
<th>Date</th>
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(For Dean's Copy, Full Department Copy, and Other)
APPLICATION FOR ADMISSION TO CANDIDACY FOR THE MASTER’S DEGREE

Last Name  First Name  Middle Name

Mailing Address

Department  Major  Grad study began at U. of A.

Bachelor’s degree received from

Required foreign language test in  passed on

The following undergraduate deficiencies have been removed

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<tr>
<th>Course Number and Title</th>
<th>Grade</th>
<th>Sem. Hrs.</th>
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Total graduate credit earned at The U. of A:  semester hrs.  Quality points  

I hereby petition the Dean of the Graduate School for admission to candidacy for the degree of 

Thesis subject:  Plan:  

Signature of Applicant  Date  

This application should be filed after 12 semester hours of graduate credit have been earned at The University of Alabama. All prerequisites and foreign language requirement, if applicable, must also be attained. Since the above named student has met the requirements for admission to candidacy for the master’s degree, the Department or School recommends that this application be approved.

Head of Department  Date  

Dean of School  Date  

Dean of Graduate School  Date  

Graduate School Distribution:  Adm & Records  Grad Ctr.  Dept. of Div.  Applicant  BS—MS
### Application for Admission to Candidacy for the Degree of Doctor of

**THE GRADUATE SCHOOL**  
The University of Alabama

**PUBLIC ADMINISTRATION**  
**MUSICAL ARTS**  
**EDUCATION**  
**PHILOSOPHY**  
**SOCIAL WORK**

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<th>Social Security #</th>
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I hereby petition the Graduate Dean to be admitted to candidacy for the degree of Doctor of  
Education  
Philosophy  
Social Work  
Mycnals Arts  
Public Administration.

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<th>Dates of Passing Qualifying Examinations</th>
<th>Oral</th>
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**Major Subject**  
**First Minor Subject**  
**Second Minor Subject**  
**First Foreign Language**  
**Second Language or Substitute (if required)**  
**Dissertation Subject**

I hold the following degree(s):

- **18.**
- **19.**

(Signature of Candidate)

**SUPERVISORY COMMITTEE:** We, the undersigned, certify that the above-named candidate has passed the required qualifying examination for the degree of Doctor of  
Education  
Philosophy  
Social Work  
Mycnals Arts  
Public Administration. We approve the Dissertation Subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

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<th>Chairperson</th>
<th>We, the undersigned, record our dissenting vote:</th>
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<th>Approved by</th>
<th>Dean of College Date of Approval</th>
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THE UNIVERSITY OF ALABAMA
Application for Degree

| [ ] | [ ] | [ ] |

Student Name: ___________________________ Date Application Filed: ___________________________

Degree for which you are applying: ___________________________

Programs and fields of study are listed on the 3-year academic plan which you must submit your degree to be evaluated. December 31, 2018

According to my understanding, I have used _______ quality points and _______ semester hours including the following courses:

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<th>Course Title</th>
<th>Semester Hours</th>
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Major/Program: ___________________________
Concentration: ___________________________

Campus Office: ___________________________
Application Approved: ___________________________

Degree: ___________________________
Department: ___________________________

Program: ___________________________

Address to which Diploma is to be mailed:

Address: ___________________________
City: ___________________________
State: ___________________________
Zip: ___________________________

Signature: ___________________________
Date: ___________________________

Telephone: ___________________________

"Cumulative" is appear in commencement program.

City: ___________________________
State: ___________________________
Zip: ___________________________

Signature: ___________________________
Date: ___________________________

RECORD OF OFFICE USE
SCHOOL OF ENGINEERING
APPLICATION FOR APPROVAL OF GRADUATE PROGRAM COURSE WORK

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<th>COURSE NAME</th>
<th>SCHOOL</th>
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Major In

Minor In

Total Hours in Major

Total Hours in Minor
ANNOUNCEMENT OF THESIS AND DISSERTATION DEFENSE

NAME OF STUDENT

NAME OF DEPARTMENT

NAMES OF COMMITTEE MEMBERS

Chairperson

Title of Degree

Title of Major Subject

Title of Thesis or Dissertation

Date of Defense

Location of Defense (Room\Building)

Time of Defense

One-Sentence Description of Subject Matter

Send To: Beverly York
Graduate School
102 Rose Administration
GRADUATE SCHOOL
THE UNIVERSITY OF ALABAMA
TUSCALOOSA, ALABAMA

TO THE DEAN OF THE GRADUATE SCHOOL:

We, the undersigned, report that as a committee we have examined

NAME: ___________________________ STUDENT NUMBER: ___________________________

upon the work done in the subjects assigned, namely:

Major: ___________________________

Thesis: ___________________________

and find that __________ attachments (are such) (are not such) that he may be

recommended for:

Degree: ___________________________

I dissent from the foregoing report.

Date: ___________________________
Appendix B10
REQUEST FOR TRANSFER OF GRADUATE CREDIT
FOR APPLICATION TO A DEGREE PROGRAM
(Submits to Graduate School Office, 302 Ross Administration Building)

Last Name   First Name   Middle Name   UA Student Number

Present Mailing Address   City   State   Zip

School or schools from which credit is to be transferred:
1. ____________________________ Date Credit Earned
2. ____________________________ Date Credit Earned
3. ____________________________ Date Credit Earned
4. ____________________________ Date Credit Earned

List Courses Suggested For Transfer (contingent on approval of Graduate School and department)
Upon submission of this completed form to the Graduate School Office, the transcript(s) and evaluation
forms for transfer of credit will be sent to your department.

Has transcript from school(s) listed been sent to Graduate School Office? __________

If not, an official copy must be sent to:
Graduate School, The University of Alabama
P. O. Box 870116
Tuscaloosa, AL 35487-0116

Date first enrolled in The University of Alabama Graduate School _______________________

Are you presently enrolled? __________ If not, give last date enrolled _______________________

Degree toward which you are working __________________________

Major Department __________________________ Date __________________________

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(For course work completed)
Submitted by Sudarshan Karleka in partial fulfillment of the requirements for the degree of Master of Science specializing in Mechanical Engineering.

Accepted on behalf of the faculty of the Graduate School by the thesis committee:

[Signatures and dates]

Dr. M. A. R. Sharif

Dr. Keith A. Woodbury

Dr. Willard Schreiber, Chairperson

Dr. Donald Runey, Department Head

Date 03-26-43

Date 3/25/43

Dr. Ronald Rogers, Dean
Submitted by Chung-Hsing Kuo in partial fulfillment of the requirements for the degree of Doctor of Philosophy specializing in Mechanical Engineering.

Accepted on behalf of the faculty of the Graduate School by the Dissertation committee:

Dr. Donald C. Raney

Dr. Julian C. Doughby

Dr. Keith A. Woodbury

Dr. Layachi Hadji

Dr. Willard C. Schreiber, Chairperson

Dr. Donald Raney, Department Head

March 16, 1974

Date

4/1/74

Date

Dr. Ronald Rogers, Dean