

# Doctoral Minor in Mechanical Engineering (ME) Agreement Form for Non-Mechanical Engineering Students

*Minor forms from other departments will not be accepted in place of this form.*

**Form instructions:** Form is a fillable PDF. Please type. Email to [Sara Hladilek](mailto:shladilek@wisc.edu).

## Requirements:

1. A minimum of 9 formal course credits taken in Mechanical Engineering are required.
2. Courses must be numbered 400 or above in Mechanical Engineering.
3. One of the courses (3 credits) must be numbered 700 or above in Mechanical Engineering.
4. A maximum of one of the courses may be cross-listed with the student's major department.
5. A minimum grade of B or higher is required for all courses taken for the minor. Grades of BC and below are not accepted.
6. Research, independent study, and seminar courses are not permitted.
7. A maximum of 6 credits may be from prior graduate coursework taken at an institution other than UW-Madison.

## Form Instructions & Process:

1. Officially 'declare' the Mechanical Engineering doctoral minor in the MyGrad Portal. [Instructions](#)
  - a. *This step may be completed prior to completing the coursework, although we do recommend obtaining approval of the selected courses prior to enrolling.*
2. Complete this form and submit it to the Dept. of ME Graduate Coordinator: [shladilek@wisc.edu](mailto:shladilek@wisc.edu).
  - a. *This form will only be signed after all grades are earned and deemed sufficient to meet minor requirements.*

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Student Name: \_\_\_\_\_ Is this form: Original Revised

Campus ID Number: \_\_\_\_\_ Major: \_\_\_\_\_

Area of Specialization and Objective: \_\_\_\_\_

## List the courses you would like applied toward your doctoral minor:

Dept/Course # (ex. ME 561)	Course Title (if topics course, include topic title)	Cr.	Grade	Semester & Year	Cross-listed Dept.	Institution Name if Prior Coursework

\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*By submitting and signing this form, you understand and agree that your UW-Madison transcript will be accessed and reviewed by the Dept. of ME Graduate Coordinator to verify course completion and sufficient earned grades.*

Printed Name of Major Advisor: \_\_\_\_\_

Major Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Mechanical Engineering Department use only:

Courses Approved (if course review requested prior to grades earned): Yes No

Minor Completed and Approved: Yes No

ME Associate Chair for Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_