

Mechanical Engineering PhD Program and Minor Approval

Form & Approval Process:

1. **ATTACH to this form (if applicable):**
 - a. the Department Minor approval form for Option A minors or grad/prof certificate paperwork for Option C (see section #1)
 - b. the Course Equivalence form(s) & prior institution unofficial transcript for previously earned credits (see section #3)
 - c. any academic exceptions forms that have been approved or you would like reviewed for a decision.
2. **SUBMIT the completed form/packet to:** the ME Graduate Coordinator, shladilek@wisc.edu. Alternatively, you may opt to upload your packet to Box and send a sharing invite to shladilek@wisc.edu.

WHEN: Submit before the end of the term following the term in which the qualifying examination was passed. (E.g. The qualifying exam is passed in August (summer term), then the form must be submitted before the end of the following Fall term. Plans must be submitted by the 1st of the month. The committee does NOT meet during the summer months (June – August). Please plan accordingly to have your plan submitted and reviewed.

REVIEWED BY: This plan is reviewed and approved by the ME Graduate Committee. The review and approval process are a minimum of 2 months. Students will be emailed if the committee has concerns about this form or requires corrections. Once this form is fully approved, a digital copy will be sent to the student.
3. **PRELIM WARRANT:** A preliminary exam warrant cannot be requested until after your PhD plan is fully approved.

Instructions for all form sections:

- a) Course number should be department and number listed on your transcript (e.g., ME 535).
 - o If course number is cross-listed with ME department, and you enrolled in the non-ME dept., please add * after the course number (e.g., ISyE 641*) and include the cross-listed departments after the title name (e.g., “Design and Analysis of Manufacturing Systems – ISyE/ME).
- b) All special topics courses, such as ME 601 and ME 964, must include the specific topic name/subject and instructor name in the course title column. *(see example below)*
- c) In the grade column, enter the grade you earned if the course has been completed.
 - o Enter “IP” for courses you are currently enrolled in but have not yet earned a grade.
 - o Leave the space blank for courses you will enroll in for a future term.
- d) Courses should only appear once on this form, in the correct section. Please do not list courses more than once.
- e) Follow additional specific instructions within each individual form section.

Example of how to complete form tables:

Course Number	Course Title	Term & Year Taken	Grade	Course Credits	700 + Level Formal Crs.		Math Credits	50% Req.	Minor Credits
					ME	Non-ME			
ME 567	Solar Energy Technology	Spring 2023	A	3					
ME 964	Adv Topics in ME: Convection (Mahvi)	Fall 2023	IP	3	3			3	3

Student Name (Last/Family, First/Given): _____ Campus ID #: _____

Faculty Advisor Name: _____ Co-Advisor Name (if applicable): _____

Tentative Dissertation Title: _____

1. Minor Program

Option A – Department Minor: _____ (attach signed department minor form)

Option B – Distributed Minor

Option C – Graduate/Professional Certificate: _____ (attach signed grad/prof certificate paperwork)

Grad/Prof Certificate Guide page or webpage link: _____

2. UW-Madison Formal Undergraduate Credits (taken as an enrolled undergraduate student at UW-Madison)

- a) Complete this section only if you have been approved by your advisor to use credits taken as a UW-Madison undergraduate student. Leave blank if not applicable.
- b) A maximum of 7 credits may be used in the PhD.
- c) 50% Req. in this section will only be valid for courses numbered 700+.
- d) Formal courses are lecture courses. They are NOT independent study, research, seminars, independent reading, etc. Do not include non-formal courses here.

Course Number	Course Title	Term & Year Taken	Grade	Credits	700 + Level Formal Crs.		Math Credits	50% Crs.	Minor Credits
					ME	Non-ME			
Totals for this section #2:									

3. Previously Earned Formal Graduate Credits: Previous institution name: _____

- a) Complete this section only if you have previously earned graduate credits at an institution other than UW-Madison. Leave blank if not applicable.
- b) Complete appropriate Course Equivalence form(s) & attach to the end of this document along with a copy of the previous institution transcript.
- c) The “700+ Level Course” column must be determined by the “UW-Madison equivalent course number” column, not the “Original Course Number” column.
- d) A maximum of 24 credits may be used in the PhD.
- e) 50% Req. in this section – consult ME Graduate Coordinator.
- f) Formal courses are lecture courses. They are NOT independent study, research, seminars, independent reading, etc. Do not include non-formal courses here.

Original Course Number	Course Title	Grade	UW-Madison equivalent course number	UW Credits	700 + Level Course Crs.		Math Credits	50% Crs.	Minor Credits
					ME	Non-ME			
Totals for this section #3:									

[illegible]

5. Non-Formal Course Requirements

First Term ME 903 Graduate Seminar	Semester and Year:	Grade:
Second Term ME 903 Graduate Seminar	Semester and Year:	Grade:
Research Credits: <ul style="list-style-type: none"> For each course number total, enter one number consisting of the sum of earned, in progress, and planned credits for that specific course number. <i>ME 990 will be 3crs each term beginning the after prelim through final term</i> 		ME 790 Credits Total = ME 890 Credits Total = ME 990 Credits Total =

6. Summary of PhD Curriculum

Total Number UW-Madison Undergraduate Credits (7 crs max) – Section #2:		Total 50% Credits (<i>formal & research combined</i>) (30 crs min):	
Total Previously Earned Graduate Credits (24 crs max) – Section #3:		ME 700+ Level Formal Credits (6 crs min):	
Total Formal Credits (42 crs min) – Sections #2, 3, & 4:		Total 700+ Level Formal Credits (15 crs min):	
Total Thesis Credits – 790 + 890 + 990 (18 crs min) - Section #5:		Total Math Credits (3 crs min):	
Total Credits (60 crs min) – Sections #2, 3, 4, + 5:		Total Minor Credits:	
Total Madison Residency Credits (32 crs min) – Sections #4 + 5:		Current UW-Madison Cumulative Graduate GPA (3.25 min):	

7. Dates (may be changed; a change in these dates will NOT require this form to be resubmitted and reapproved)

1. What term & year did you begin (matriculate) in the UW-Madison Mechanical Engineering PhD program: _____

2. Qualifying Exam:

First Attempt:	Month & Year Taken:	Results (Pass/Fail):	Conditions:
Second Attempt:	Month & Year Taken:	Results (Pass/Fail):	Conditions:

3. Tentative Preliminary Exam Date (*exam must be completed within 5 years after first qualifying exam attempt*): _____

4. Tentative Defense Date (*defense must be between 9 months and 5 years after preliminary exam*): _____

8. Tentative Committee Membership (may be changed; a change in this committee membership will NOT require this form to be resubmitted and reapproved)

- Minimum five (5) committee members, maximum eight (8) committee members
- Members one (1) through five (5) are required to be UW-Madison faculty consisting of:
 - Your advisor (chair of the committee and should be listed as #1 on the committee list) (*if applicable, co-advisor should be #2 on the list below*)
 - Three (3) other UW-Madison graduate faculty or former UW-Madison graduate faculty up to one year after retirement or resignation
 - One (1) of the following: Another UW-Madison graduate faculty member, a retired UW-Madison faculty member with emeritus status, or a UW-Madison academic staff member who has been approved by the ME Executive Committee
 - At least one (1) UW-Madison faculty member must be from outside the ME department (this may not be your advisor)
- Committee members 6-8 must conform with the Graduate School committee membership requirements: <https://grad.wisc.edu/documents/committees/>

	Name	Assistant/Associate/Professor/Title	Academic Department/Company Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

9. Overall Program Justification:
- a) Why are the courses a coherent program?
 - b) How is the minor related yet distinct?

10. Signatures

Student: I attest that all information in this form is current and accurate to the best of my knowledge. If anything in this document changes (except sections #7 and #8), I will submit a new updated version of this plan for approval in a timely fashion. I understand I will be required to obtain all signatures on the updated plan.

Student Digital Signature/Date: _____

Faculty Advisor Name (print): _____

Faculty Advisor Digital Signature/Date: _____

Co-Faculty Advisor Name (if applicable): _____

Co-Faculty Advisor Digital Signature/Date: _____

Options A and C - Department Minor and Grad/Prof Certificate (if applicable): Fill in minor department/certificate advisor name. Attach department minor/cert. approval form. If department minor/cert. form is signed and attached, then a signature in this section is not required. If a signed department minor/cert. form is not available, appropriate advisor must sign in this section.

Minor/Certificate Advisor Name (print): _____

Signed Form is Attached (check if yes)

Minor/Certificate Department Digital Signature/Date: _____

ME Graduate Committee & Option B Minor (if applicable) Approval: Submit to Mechanical Engineering Graduate Coordinator for review process.

ME Graduate Chair Name (print): _____

ME Graduate Chair Signature: _____

Date: _____