



Department of Mechanical and Industrial Engineering
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MEIE Department Handbook

This handbook is designed to help students and faculty understand departmental policies in the Mechanical & Industrial Engineering Department, but does not replace the Texas A&M University-Kingsville Student catalogs, student handbooks, any College of Engineering Handbook, or the TAMUK Faculty Handbook.

Rights of Students

- Students have all the rights listed in the TAMUK student handbook.
- They have the right to be treated reasonably and fairly by faculty, staff, and other students.
- “Students’ academic rights include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing.” – Student Handbook
- “A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; sufficient written assignments, graded fairly and with reasonable promptness...” - The 2013-15 TAMUK graduate student catalog
- Students have the right to contact their instructor at his or her office during “Office Hours” or if the instructor is not available then, at other reasonable or agreed-upon times.
- Students have a right to view any and all of their homework and or exams after they have been graded, and to review those graded items in a reasonable amount of time after turned in, with the instructor, and up to 2 months after the end of the semester.
- Graduate or undergraduate students conducting research, pursuing a thesis, or project, under the direction of faculty at any level, have a right to meet regularly with that person, and receive feedback on their efforts, and determine the direction of future efforts. Such students do not have the right to receive employment, scholarships, other funding, or other compensation for their efforts, unless previously and mutually agreed upon with the faculty member.

Student Responsibilities and Requirements

- All students have the responsibility to study for, and complete homework, exams, projects, and assignments, in a timely manner in their courses.
- Students have a responsibility to always behave in an ethical and professional manner.
- “A student has the responsibility to respect the rights and property (*and time*) of others, including other students, the faculty and the administration.” – Student Handbook
- Students have the responsibility to see that they are taking the proper courses, in the proper sequence, subject to advising by faculty or qualified staff, including following their appropriate curriculum and Degree Analysis Plan (undergraduates), or Degree Plan (graduate students).

- Students are responsible for the timely completion of their degree. If they do not pass courses, gain admission to programs, complete required paperwork, or meet other requirements, they should not expect to complete their degree.

Undergraduate Students

- Undergraduate students who are listed as PPEN, but desire to take MEEN undergraduate courses must bring their overall GPA up to 2.5 within 1 year, or change their major.
- Undergraduate students, who are listed as PPEN, are not allowed to take any 3000 or 4000-level MEEN courses.
- Undergraduate students, who are listed as PPEN are not allowed to graduate with a BS in Mechanical Engineering, or receive any of the minors offered by the MEIE Department.
- All undergraduate students under a particular year's curriculum/catalog, can follow the pre-requisites for any following curriculum or catalog, provided a notation is made in the student's degree analysis plan by their advisor, and an email is sent to the chair and secretary, to be placed in their folder.
- All undergraduate students must ensure that they are following a curriculum/catalog that is current for the time period in which they entered the ME program (Typically the current Fall curriculum for those who entered in the fall. Those who entered in the Spring semester must follow the previous Fall's curriculum/catalog or later.). Exceptions and changes must be made through submission and approval of a change of major form.
- All students who are placed on Enforced Withdrawal should plan to sit out a semester. Students placed on Enforced Withdrawal the second time, or for more than one semester, will be dropped from the Mechanical Engineering Program

Graduate Students

- Graduate or undergraduate students conducting research, pursuing a thesis, or project, under the direction of faculty at any level, have a responsibility to meet regularly with that person, and receive feedback on their efforts, and determine the direction of future efforts. If the student is not willing to meet regularly, the faculty has the right, and responsibility to terminate their relationship, as does the student, if he/she is not receiving adequate supervision.
- Graduate students have the responsibility to a) Declare whether they will pursue a thesis, a project, or a course-only option, by the beginning of their second semester, by submitting an Initial Degree Plan. If they do not declare by the end of their second semester, their respective graduate coordinator will declare them as pursuing a "course-only option".
- Those graduate students who want to change their course-only option must petition through the submission of a signed and dated letter explaining why they want to change, which also has the signature of a ME or IE faculty willing to accept them, a current unofficial transcript, and a current signed Degree Plan to their respective graduate coordinator. Graduate students may appeal the Graduate Coordinator's decision to the Department chair, but must petition the graduate coordinator first.
- From the TAMUK 2015-17 Graduate Catalog, all policies will be followed, but the following definitions, with comments, are especially important to remember:
 - **Scholastic Probation** – A graduate student pursuing a specific program is placed on scholastic probation if, at the end of either long semester or the second summer session, the cumulative grade point average of the student's graduate program falls below 3.0. If the probationary status is not removed during the next full semester for which the student enrolls (combined summer terms count as one full semester), the student must be reinstated before registering for further

graduate work.” *(In other words the grad student is put on ‘CoGS Acad Suspension’ if they don’t bring their grades up).*

- **“Reinstatement** - The graduate student who is dismissed for any reason may request reinstatement through the graduate dean. The student will be screened by the graduate dean in consultation with the graduate coordinator and program adviser from the academic area in which the student desired to study.” *(In practice, the ME or the IE Graduate coordinator and the MEIE Department Chair discuss and decide whether to submit a request to the graduate dean for reinstatement after Academic Suspension.)*
- **“Satisfactory Rate of Progress** - A graduate student must exhibit a normal and reasonable rate of scholastic progress. If, in the opinion of the student's committee and the graduate dean, the student has made an unsatisfactory rate of progress, the student may be dismissed from a specific program, even with a grade record that falls within guidelines.” *(For Course-Only graduate students, the MEIE Department will consider the corresponding graduate coordinator and the department chair as the student’s committee)*
- No IE or ME graduate student that is on “Academic Suspension” will be allowed to continue in those programs.
- For ALL New MEIE graduate students after the end of the Spring 2016 semester:
 - a. No IE or ME graduate student will be allowed to graduate with an F from any course in their major, even if it is not on their final degree plan.
 - b. Graduate students will not be allowed to change their final degree plan, except by written petition for rare cases, and then it can be changed only once. Changes will not be allowed just because of poor grades. This means that all ME & IE graduate students must carefully plan their graduate course of study, and stick to it.
- All ME or IE graduate students must have an overall GPA of 3.0 to graduate as well as a 3.0 on their approved degree plan.
- ME or IE graduate students who have selected the “Course Only” option for their MS, must pass a comprehensive exam with 60% or better over their core subjects. They must take the comprehensive exam after they have taken all core subjects. This exam is given each long semester, and if needed, during the summer term. If the graduate student fails the first time, he/she must retake any core subject where he/she failed that portion of the exam. A graduate student is only allowed two chances to pass the comprehensive exam, no matter what his/her graduate grades are.
- All ME graduate students should primarily take courses in his/her own major of Mechanical Engineering. He/She can take up to two non-MEEN courses. If he/she desires more, he needs the written permission of his advisor and the MEIE Department Chair.
- All IE graduate students should primarily take courses in his/her own major of Industrial Engineering. He/She can take up to two non-IEEN courses. If he/she desires more, he/she needs the written permission of his/her advisor and the MEIE Department Chair.
- All non-engineering courses, including IMEN courses, are typically not allowed to be used on a graduate ME or IE degree plan. Exceptions need the written permission of the respective graduate coordinator and the MEIE Department Chair. IMEN are typically less math-intensive versions of IEEN courses and as such are not suitable for engineering graduate students.

The ME Master of Science Admissions Standards are:

- (To be approved without an admissions committee): A 4-year ABET-accredited Bachelor of Science degree in Mechanical Engineering or equivalent, Q+V GRE above 295, Quantitative GRE above 150,

no more than 1 repeated undergraduate course, Undergraduate GPA above 3.0/4.0, Meet minimum TAMUK language proficiency requirements.

- (Categories or typical minimums to be considered by a graduate admissions committee): All transfer students. A 4-year ABET-accredited Bachelor of Science degree in Mechanical Engineering or equivalent, Q+V GRE above 290, Quantitative GRE above 146, no more than 2 repeated undergraduate courses, Undergraduate GPA above 2.6/4.0, Meet minimum TAMUK language proficiency requirements.
- Admission will be based on careful consideration of the complete application package, regardless of above requirements and may require additional proof/courses/exams to show readiness for Mechanical Engineering graduate courses.

The Industrial Engineering Master of Science Admissions Standards are:

- (To be approved without an admissions committee): A 4-year ABET-accredited Bachelor of Science degree in Engineering or equivalent, Q+V GRE above 295, Quantitative GRE above 150, no more than 1 repeated undergraduate course, Undergraduate GPA above 3.0/4.0, Meet minimum TAMUK language proficiency requirements.
- (Categories or typical minimums to be considered by a graduate admissions committee): All transfer students. A 4-year ABET-accredited Bachelor of Science degree in Engineering or equivalent, Q+V GRE above 290, Quantitative GRE above 146, no more than 2 repeated undergraduate courses, Undergraduate GPA above 2.6/4.0, Meet minimum TAMUK language proficiency requirements.
- Admission will be based on careful consideration of the complete application package, regardless of above requirements and may require additional proof/courses/exams to show readiness for Industrial Engineering graduate courses.

PhD Students in the Sustainable Energy Systems Engineering Program

- PhD Students in the ESEN (Sustainable Energy Systems Engineering Program) who have MS and BS degrees in Mechanical Engineering (or closely related), fall under the partial direction of the Mechanical and Industrial Engineering Department. The department is responsible for their PhD Qualifying exams. Based on a vote of tenured and tenure-track MEIE faculty, by Survey-Monkey, between April 7 and April 10, 2017 the following topics and procedures apply:
 - The following Qualifier topics are available: 1) Thermodynamics, 2) Heat Transfer, 3) Fluid Mechanics, 4) Materials Science, 5) Machine Design, 6) Kinematics, and 7) Controls.
 - Each PhD Candidate is allowed to pick any 3 of those, and
 - It is left up to the faculty member creating the problems to choose whether they will use shorter, but more FE Exam-type questions, or will use longer, more in-depth derivation-type problems, but give fewer of them.
 - Each topic exam should be designed to take approximately 2 hours to complete.