Submission of a degree plan is required of both the department and the Graduate School. Please note, however, that this is not simply paperwork. Early submission of a degree plan is meant to protect you from taking courses that do not count toward your degree. Also, we need this information in order best to advise you during registration.

Don’t worry if your plans change. This is meant as a preliminary plan and can be changed later if need be. However, **you can greatly minimize the need for changes by using the department’s course cycle as you decide which courses to include.** This is available on the department website (Graduate Program – Courses and Degree Plans).

1. According to departmental policy, PhD and MS students will be required to submit a degree plan before registration for their second semester.

2. Please note that the Mechanical Engineering department has specific degree plan forms (Excel) that differ from those of the general Graduate School. You should get the degree plan form from the ME website and not from the Grad School.

3. Please fill out your degree plan form according to the following instructions.
   - You should review all program requirements on the Mechanical Engineering website before completing this form and then meet with your advisor to work out your program.
   - All major, minor and transfer courses should be included in single cells, as shown on the sample line of the degree plan form. Use Alt-Enter to move to a new line within one cell.
   - Any student who does not have an advisor must select the coursework only option. This can be changed once the student finds an advisor.
   - List the course number, title and instructor (if known) for all courses (e.g. ME 5340 Elasticity Idesman).
   - Master’s Report students must include ME 6301 and Thesis students must include ME 6000.
   - PhD students must include ME 8000 (12 credit hours). Please note that these hours are in addition to the 60 hours of coursework that you are required to take.
   - All 6331s and 7000s must include a title and the name of the instructor with whom you will be doing the course (see your advisor to determine these). Your degree plan cannot be processed without these!
   - Please check the guidelines for your degree option on the departmental website carefully regarding limitations to how many ME 7000s and individual studies you are permitted to take.
   - You do not need to include ME 5120 Graduate Seminar on your degree plan form. You will be automatically registered for this course by the advising office.
   - Remember that the university does not permit you to take more than 9 credit hours with any single professor.
   - The degree plan form should be filled out electronically (not handwritten) and sent to the advising office per email.

4. You will have an advising hold on your record that will prevent you from registering for your second semester of courses. This hold will not be removed until you turn in your degree plan! Please note that a lack of registration could result in you not meeting the qualifications for departmental support (RA, TA, scholarship).