



ME Seminar Attendance Policy

Responsibilities

- Students must enroll only once in ME 5120 - Graduate Seminar course their first semester.
- Students will be required to attend a minimum of **10 SEMINARS PER SEMESTER** (*fall and spring only*) of enrollment in the ME Graduate Program.
- Students enrolled in the ME MS Combined/Accelerated Program will not be required to attend seminars until they have completed 120 credit hours. Once they reach 120 credit hours in the program they need to register for ME 5120 and begin attending seminars until they graduate.

Seminar Feedback Forms

- Students who attend a seminar must fill out a seminar feedback form, sign, and return it to the Mechanical Engineering office RM 101.
 - Seminar Feedback Forms are provided by the ME office. Any other form used, including prior versions of the form, will not be accepted and no credit will be received.
- If the seminar attended is outside of the ME Department the faculty member hosting the seminar must also sign the feedback form.

Exceptions

The Graduate Director will grant exceptions on a case-by-case basis. For example, students performing off-campus research or completing an internship. If the student has a commitment that may interfere with completing the ten-seminar requirement in a semester, a seminar exception request form must be submitted, and the student must meet with the Graduate Director.

- Master's degree students in the last semester before their graduation, registered for 3 credit hours or fewer, will be exempted from the seminar requirement, upon request. The student must submit a seminar exemption request form. This exemption is only valid for one semester.

Grading Policy

The ME 5120 Graduate Seminar course grade will be based on the seminar attendance from the first semester of enrollment in the course to the semester the student will graduate. A grade of CR will show on the student's transcript until completion of the Graduate Program.

- A - Attending > 90% of seminars
- B - Attending 89% - 80% of seminars
- C - Attending 79% - 70% of seminars
- Grades for students attending fewer than 70% of seminars should be discussed with the Graduate Director. Makeup seminars and significant additional work will be required before a passing grade can be assigned.

Academic Integrity

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting, and any act designed to give unfair academic advantage to the student or the attempt to commit such an act. Please keep in mind that turning in seminar sheets without attending a seminar is academic dishonesty and will not be tolerated. For full policy visit:

<http://www.depts.ttu.edu/dos/handbook/>.

Contact Information

You can access the following website for the Seminar Calendar: www.coe.ttu.edu/events

To check the number of seminars you have attended contact either:

Itzel Valencia, ME Student Assistant

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Rene Fuentes, Grad. Student Advisor

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