

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Department of Mechanical Engineering



2012-2013 Undergraduate Handbook

**Kiewit Undergraduate Student Services Center
Department of Mechanical Engineering
2043 H.M. Black Engineering Building
515.294.4932**

www.me.iastate.edu/students/advising/
me-advising@iastate.edu

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Part 1: General Information

WELCOME

Welcome to the department of Mechanical Engineering at Iowa State University. The Mechanical Engineering program has established a rich tradition of excellence with our faculty and staff, modern facilities, and growing number of remarkable alumni.

Faculty: Although the exact number varies from year-to-year, the department currently has approximately 40 faculty involved in teaching, research, and outreach. The faculty of the Department of Mechanical Engineering is a diverse group of professional educators. They include award-winning teachers, best-selling textbook authors, renowned researchers, prominent inventors, leaders of professional technical societies, journal editors, licensed engineers, esteemed designers, and sought-after consultants. The faculty's primary goal is educating and mentoring engineering students. Their productivity is measured in terms of how much they accomplish with their students. When students succeed; so do the faculty.

Staff: The department's 19 staff members are here to help students with everything from giving directions to making sure department computers are installed and maintained.

Facilities: The Henry M. Black Engineering Building, in use since 1985, provides an excellent home for the department with world class teaching and research laboratories. Continuous improvement of equipment, including computer hardware and software, is a high priority. A comprehensive list of research laboratories associated with the ME Department and its faculty can be found at www.iastate.edu/research/laboratories.

Student Profile: The undergraduate mechanical engineering program at Iowa State University has over 1500 students; 9.5% are women, 9.6% are students of color, and 28.5% are from places other than Iowa (statistics from Fall 2012).

Alumni: Currently the Mechanical Engineering Department at ISU has over 11,000 graduates. Many of our graduates have prominent positions in government, industry, or education. A mechanical engineering degree is an excellent foundation for success in the engineering profession and also for further training and subsequent achievement in other disciplines including business, law, and the sciences. Professional opportunities for mechanical engineering graduates are too numerous to list. Our alumni have gone on to attain prominence not only as engineers but also as corporate leaders, professors, inventors, innovators, attorneys, and medical doctors. Our graduates are found throughout the world--in companies ranging from the smallest to the largest.

THE ENGINEERING PROFESSION

Engineering is the profession in which knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with judgment to develop ways to economically utilize the materials and forces of nature for the benefit of humankind.

The Mechanical Engineering Profession

Mechanical engineers are typically involved with the generation, distribution, and use of energy; the processing of materials; the control and automation of manufacturing systems; the design and

development of machines; and finding solutions to environmental problems. Research, testing manufacturing, operations, marketing, and administration are some of the key activities associated with practicing mechanical engineers. Mechanical engineers are characterized by personal creativity, breadth of knowledge, and versatility. They are also valuable and reliable multidisciplinary team members. The technical subject areas that form the main basis for their work include mechanics, energy transfer and conversion, design and manufacturing, and the engineering sciences. Through clever use of analysis, modeling, design, and synthesis, they solve important problems to improve quality of life.

Mechanical engineers work on teams responsible for developing a wide range of products and systems including space shuttle vehicles, aircraft of all sizes and shapes, automobiles, turbines, pumps, power plants, and factories. Virtually any machine or process an individual can think of has benefited from the influence of a mechanical engineer. Everyday conveniences such as refrigeration, microwave cooking, high-fidelity sound reproduction, transportation, communication, and copying are affordable largely because mechanical and other engineers worked together to make it happen. Mechanical engineers are in demand now, and projections for the future suggest a long-term need for professionals in this specialty. According to the Bureau of Labor Statistics in 2006, engineers held about 1.5 million jobs in the U.S; 227,000 are mechanical engineers.

The mechanical engineering profession offers a wide range of career pursuits. The field of mechanical engineering can be broken down into three concentrations:

- 1) Energy cultivation: Generation, distribution, and use of energy. Mechanical engineers are constantly challenged to find more productive and less expensive methods of energy conversion, distribution, and use.
- 2) Manufacturing: Processing of raw materials into finished products. Manufacturing systems are implemented by directing the control and automation of the manufacturing process. Mechanical engineers working in manufacturing are faced with the challenge of developing products that are safe to manufacture and use.
- 3) Design and analysis: Analyzing and modeling complex physical systems according to known mathematical models. Scaled models are commonly used to study such things as the stresses imposed on an airfoil by wind resistance. Computer simulations of naturally occurring phenomena are common (modeling weather patterns, for example, is useful in the study of wind turbines). In fact, the computer is an essential tool of the mechanical engineer working in design and analysis.

The mechanical engineering curriculum will give students the preparation to succeed in any of these fields. It will challenge students to think critically and creatively and to work well within teams. Students will be rewarded by receiving a quality education from a proud department with a rich history and tradition.

THE MECHANICAL ENGINEERING CURRICULUM AT IOWA STATE

The mechanical engineering curriculum requires courses in mathematics, chemistry, physics, English, engineering, and general education area. The curriculum is accredited under the General Criteria and Mechanical Engineering Program Criteria by the Engineering Accreditation Commission of ABET (Accreditation Board for Engineering and Technology; www.abet.org).

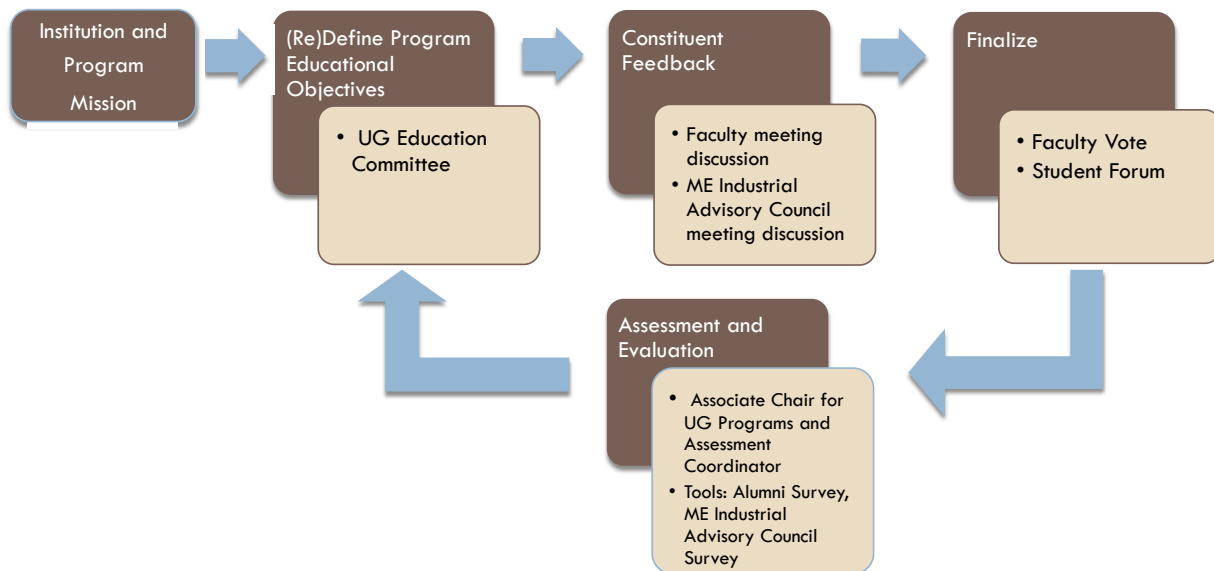
Program Educational Objectives

The mechanical engineering curriculum at Iowa State University is dedicated to preparing students for productive careers in the state, nation, and the world. The expected accomplishments of mechanical engineering graduates 3-5 years beyond the baccalaureate degree are:

- Graduates will have utilized a foundation in engineering and science to improve lives and livelihoods through a successful career in mechanical engineering or other fields.
- Graduates will have become effective collaborators and innovators, leading or participating in efforts to address social, technical, and business challenges.
- Graduates will have engaged in life-long learning and professional development through self-study, continuing education or graduate and professional studies in engineering, business, law or medicine.

The figure below illustrates the mechanical engineering department's revision process for the Program Educational Objectives. The revision cycle is established at 6 years. The objectives were revised last in 2010-11 with the next scheduled revision cycle being in 2016-17.

Process for Revision of the Program Educational Objectives



Student Outcomes

The student outcomes for the Bachelor of Science in Mechanical Engineering program at Iowa State University consist of the ABET outcomes (a-k) and additional program outcomes required by the American Society of Mechanical Engineers (ASME). By the time of graduation students will have:

- (a) An ability to apply knowledge of mathematics, science, and engineering.
- (b) An ability to design and conduct experiments, as well as to analyze and interpret data.
- (c) An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- (d) An ability to function on multidisciplinary teams.
- (e) An ability to identify, formulate, and solve engineering problems.
- (f) An understanding of professional and ethical responsibility.
- (g) An ability to communicate effectively.

- (h) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- (i) A recognition of the need for, and an ability to engage in life-long learning.
- (j) A knowledge of contemporary issues.
- (k) An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
- (l) *From ASME:* Students will have the ability to apply principles of engineering, basic science, and mathematics (including multivariate calculus and differential equations) to model, analyze, design, and realize physical systems, components or processes; and work professionally in both thermal and mechanical systems areas.

The table below maps student outcomes in relation to course outcomes within twelve mechanical engineering core courses ranging from sophomore to the senior level, including the capstone design experience courses. Therefore, the attainment of student outcomes can be demonstrated by the attainment of course outcomes assessed and evaluated by faculty through exams, homework, quizzes, lab activities/reports, project presentations, design reports, etc.

Student Outcomes	ME 160 Intro ME	ME 170 Engr. Graphics	ME 231 Thermo I	ME 270 Soph. Des.	ME 324 Manu- fact.	ME 325 Mach. Des.	ME 332 Thermo II	ME 335 Fluid Flow	ME 370 Engr. Meas.	ME 421 Sys. Dyn. & Controls	ME 436 Heat Trans.	ME 415/442/ 466/486 Capstone Des.
	Freshman		Sophomore		Junior				Senior			
(a) An ability to apply knowledge of mathematics, science, and engineering	✓	✓	✓	✓	✓	✓	✓(T)	✓(T)	✓(M)	✓(M)	✓	✓
(b) An ability to design and conduct experiments, as well as to analyze and interpret data					✓(M)			✓(T)	✓(M)	✓(M)	✓(T)	
(c) An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability		✓		✓		✓(M)			✓	✓	✓(T)	✓
(d) An ability to function on multidisciplinary teams				✓	✓	✓			✓	✓	✓	✓
(e) An ability to identify, formulate, and solve engineering problems	✓		✓		✓(M)	✓	✓(T)	✓	✓	✓	✓	
(f) An understanding of professional and ethical responsibility				✓		✓						
(g) An ability to communicate effectively	✓	✓		✓	✓	✓			✓	✓	✓	✓
(h) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context			✓	✓	✓	✓	✓			✓		
(i) A recognition of the need for, and an ability to engage in life-long learning	✓	✓		✓	✓	✓			✓			✓
(j) A knowledge of contemporary issues					✓	✓			✓	✓		
(k) An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice	✓	✓		✓	✓(M)	✓		✓(T)	✓	✓(M)	✓(T)	✓
(ASME) The ability to: apply principles of engineering, basic science, and mathematics (including multivariate calculus and differential equations) to model, analyze, design, and realize physical systems, components or processes; and work professionally in both thermal and mechanical systems areas.	Incorporated into outcomes (a), (b), (c), (e) and (k) as indicated by thermal (T) and mechanical (M)											

✓ indicates course outcome(s) maps to student outcome
 ✓ indicates course will directly assess this particular outcome

The mechanical engineering curriculum requirements are outlined in Part 4 – Requirements for a Bachelor’s Degree in Mechanical Engineering.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME) CODE OF ETHICS OF ENGINEERS

"ASME is a not-for-profit membership organization that enables collaboration, knowledge sharing, career enrichment, and skills development across all engineering disciplines, toward a goal of helping the global engineering community develop solutions to benefit lives and livelihoods. Founded in 1880 by a small group of leading industrialists, ASME has grown through the decades to include more than 120,000 members in over 150 countries worldwide.

From college students and early-career engineers to project managers, corporate executives, researchers and academic leaders, ASME's members are as diverse as the engineering community itself. ASME serves this wide-ranging technical community through quality programs in continuing education, training and professional development, codes and standards, research, conferences and publications, government relations and other forms of outreach" (Taken from <http://www.asme.org/about-asme>).

The Fundamental Principles

Engineers uphold and advance the integrity, honor and dignity of the engineering profession by:

- I. Using their knowledge and skill for the enhancement of human welfare;
- II. Being honest and impartial, and serving with fidelity their clients (including their employers) and the public; and
- III. Striving to increase the competence and prestige of the engineering profession.

The Fundamental Canons

1. Engineers shall hold paramount the safety, health and welfare of the public in the performance of their professional duties.
2. Engineers shall perform services only in the areas of their competence; they shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
3. Engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional and ethical development of those engineers under their supervision.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest or the appearance of conflicts of interest.
5. Engineers shall respect the proprietary information and intellectual property rights of others, including charitable organizations and professional societies in the engineering field.
6. Engineers shall associate only with reputable persons or organizations.
7. Engineers shall issue public statements only in an objective and truthful manner and shall avoid any conduct which brings discredit upon the profession.
8. Engineers shall consider environmental impact and sustainable development in the performance of their professional duties.
9. Engineers shall not seek ethical sanction against another engineer unless there is good reason to do so under the relevant codes, policies and procedures governing that engineer's ethical conduct.
10. Engineers who are members of the Society shall endeavor to abide by the Constitution, By-Laws and Policies of the Society, and they shall disclose knowledge of any matter involving another member's alleged violation of this Code of Ethics or the Society's Conflicts of Interest Policy in a prompt, complete and truthful manner to the chair of the Committee on Ethical Standards and Review.

OPPORTUNITIES FOR MECHANICAL ENGINEERING STUDENTS

Mechanical Engineering students at Iowa State University have numerous opportunities to complement their engineering education. By taking advantage of such opportunities, students make the most of their time at ISU. Participation in various activities and utilization of numerous available resources better enable students to gain leadership and organizational skills.

Scholarships: Many scholarships are available in the College of Engineering. Information on scholarships will be posted outside of 2043 in Black Engineering and on the College of Engineering homepage – www.engineering.iastate.edu/scholarships/. Applications are usually due by February 1 of each year. More information regarding scholarships may be found in Part 3 - Commonly Requested Information.

Internships/Co-op Program: The Co-operative Education Program combines classroom learning with on-the-job engineering experience. Students in the co-op program spread their academics of two years over three years by integrating it with a 12-month work experience option. Internships provide similar experience; however, the duration is shorter. An internship can last for just a summer, a fall or spring semester, or a summer/fall or spring/summer session. Contact Engineering Career Services (ECS) in 308 Marston Hall or visit their website at www.engineering.iastate.edu/ecs/ for more information regarding co-operative education and internships. More detailed information regarding internships and co-ops may be found in Part 3 - Commonly Requested Information.

Student Organizations: Mechanical engineering students have hundreds of organizations and clubs available for membership at Iowa State University. Engineering students are found in virtually every organization on campus. Some clubs and societies are technically oriented while others are more social in nature. A few of the organizations providing opportunities to network and socialize with other engineering students are listed below and on the web at www.me.iastate.edu/students/student-organizations/:

- American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE)
- American Society of Mechanical Engineers (ASME)
- Engineering Student Council (E-Council) (by election)
- Iowa State University Lunabotics (LunaCY)
- National Society of Black Engineers (NSBE)
- Pi Tau Sigma (Honorary, by invitation only)
- Society of Automotive Engineers (SAE)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Manufacturing Engineers (SME)
- Society of Women Engineers (SWE)
- Tau Beta Pi (Honorary, by invitation only)
- Team PrISUm (Solar car project)
- Women in Mechanical Engineering

Undergraduate Research: Undergraduate research is recommended for students interested in attending graduate school. Students that qualify for College Work-Study may be able to utilize College Work-Study funds in order to join a faculty member's research project. Students interested in undergraduate research are encouraged to contact the faculty members in their area of interest for more information. Information regarding research areas currently being explored is available on the Mechanical Engineering Undergraduate Research website - <http://www.me.iastate.edu/research/>.

The Program for Women in Science and Engineering (PWSE): PWSE collaborates with faculty and staff across campus to increase the participation of women in science, technology, engineering, and math

fields. Female mechanical engineering students can get involved with PWSE through the first-year and/or second-year Women in Science and Engineering (WiSE) Learning Community. WiSE offers educational, career, and social support programs and opportunities. For more information about PWSE or WiSE, students may contact Lora Leigh Chrystal in 218 Carver Hall. Applications are available on-line at www.pwse.iastate.edu.

Study Abroad: Students often elect to study in a foreign country as part of their undergraduate experience. This is an excellent way to complement the education students receive at Iowa State University. Students can also satisfy the international perspective requirement by earning credit at an institution in a foreign country. Students wishing to study abroad are encouraged to do so; however, they should keep these two rules regarding transferring credits in mind:

- 1) No more than 65 transfer credits (97-quarter credits) may be applied toward graduation from a two-year or community college.
- 2) A student's final 32 credits must be earned at Iowa State University.

Students interested in studying abroad should contact a representative at the College of Engineering International Programs in 112 Marston Hall or look at their website at www.eng.iastate.edu/intlprogs. Students may also visit the University's Study Abroad Center in 3224 Memorial Union or look at their website for more information, www.studyabroad.iastate.edu. Students must obtain departmental approval of any course taken at another institution in order to have those credits applied towards their mechanical engineering degree. Course approval involves having all transfer credits evaluated by the Office of Admissions (as well as departmental faculty in many cases), and having the credits applied towards the student's degree by the academic advisor.

Alice R. Black Fund for the Performing Arts: The Alice R. Black Memorial Fund provides funds to purchase tickets to introduce undergraduate mechanical engineering students to the performing arts. Two tickets for each performance in the Performing Arts Series at Stephens Auditorium are awarded. Winners of the performance tickets are selected from the group of undergraduate mechanical engineering students who have indicated an interest in the performing arts by signing up for the free ticket give-away in 2043 Black Engineering. Details are posted inside of this room.

Opportunities after Graduation

Professional Employment: One of the most popular options available to students upon graduation is professional engineering employment. ISU mechanical engineering graduates find jobs in all parts of the country, in companies of all sizes, and in a wide range of industries. *The job seeking process actually begins during student's first year. Students should visit the Engineering Career Services in 308 Marston during the freshman year to register for summer work or internships or go to their website at www.engineering.iastate.edu/ecs/.* Even though ISU engineering graduates do well in the job seeking process, it is best to start the process early. Students who wait to visit Engineering Career Services until the final semester of their senior year will find themselves at a distinct disadvantage.

Graduate Study in Mechanical Engineering: The graduate program at Iowa State University offers advanced study in a variety of thrust areas, including biological and nanoscale sciences, clean energy technologies, complex fluid systems, design and manufacturing innovation, and simulation and visualization as well as interdisciplinary programs including human-computer interaction and bio-renewable resources and technology. Undergraduate students interested in pursuing advanced degrees in mechanical engineering are encouraged to use their technical electives to help identify an "area of interest."

The list below is provided to assist students in the development of an area of interest:

General Industry Preparation: ME 396 and ME 397 (internship courses); ME 388, ME 412, ME 415, ME 417, ME 418, ME 423, ME 425, ME 466, ME 475, ME 484, IE 305, Con E 380

Agriculture: ME 413, ME 414, EM 425, EM 544, TSM 335, AE 342

Biomedical: BIOE 201, BIOE 202, BIOE 325, BIOE 352, Chem 331, Chem 332

CAD: ME 415, ME 417, ME 419, ME 475, ME 625, EM 425

Construction and Heavy Equipment: ME 414, ME 449, ME 549, EM 425, TSM 335, AE 342

Consulting: Con E 380, ME 412, ME 441, ME 442, ME 466

Controls: ME 411, ME 413, ME 414, ME 511, ME 574, ME 575, EE 475, Cpr E 308

Energy: ME 433, ME 443, ME 444, ME 446, ME 475, ME 484, ME 350, ME 540

Engineering Business, Marketing and Sales: ME 412, ME 484, Con E 380, IE 305, MIS 330, SCM 301

Environmental: ME 433, ME 484, Con E 380, ENV S 324, AER E 381, AER E 481

Government: ME 466, ME 484, ME 486x, Con E 380

Heating, Cooling, and Refrigeration: ME 441, ME 442

Law School: ME 412, Con E 380

Manufacturing: ME 418, ME 466, ME 520, ME 521, ME 528, EM 362, EM 362L, IE 348, IE 361, IE 419, IE 439, IE 448, IE 545X

Mechatronics and Robotics: ME 410, ME 411, ME 418, ME 511, TSM 465

Transportation: ME 417, ME 449, ME 549, EM 425, EM 544, TSM 335, A E 342 and any nondestructive evaluation course

Also, students may access the Careers in ME link below for additional information about areas of interest - www.me.iastate.edu/students/careers-in-me/. There is a complete list of approved technical electives available in 2043 Black Engineering.

Graduate Study in Other Engineering Fields: It is not uncommon for students to obtain graduate degrees in fields different from their undergraduate degrees. Mechanical engineering undergraduate students interested in obtaining advanced degrees in a discipline other than mechanical engineering should contact the department responsible for the degree of interest. Careful planning in the junior and senior years will reduce the possibilities of having to make up any deficiencies while in graduate school.

Business School: Many engineers earn a Master's of Business Administration (MBA) after first earning their baccalaureate degree. The combination of an engineering degree and an MBA provides excellent preparation for those individuals wishing to practice as private consultants.

Most MBA programs have no specific requirements and accept students with a variety of undergraduate

backgrounds. Students interested in an MBA are encouraged to take Econ 101 and Econ 102, (one or the other of which is required in the mechanical engineering curriculum). Departmental approved courses in economics may also provide the future MBA student a head start in graduate school. Students interested in an MBA program are encouraged to contact those schools at which they are considering applying as well as visit the Graduate Program Office of the College of Business.

Law School: The professional training of a lawyer requires a minimum of three years from an American Bar Approved (A.B.A.) law school to earn the Doctor of Juris Prudence (J.D.) Degree. Lawyers can choose from adoption law, agricultural law, antitrust law, civil law, communications law, constitutional law, contract law, corporate law, criminal law, employee benefits law, entertainment law, environmental law, family law, geriatric law, health law, holistic law, human rights law, immigration law, information technology and privacy law, intellectual property law, international and comparative law, internet law, labor law, maritime law, mental health law, municipal law, native law, patent law, personal injury, poverty law, public policy law, real estate law, securities law, tax law, telecommunications law, trial law, and trust and estate law.

Pre-law is not a major or minor at Iowa State University. While no specific courses are required for admittance into law school, the content of the courses listed below can assist students in developing the skills, values, and knowledge that are essential toward becoming a competent lawyer. Appropriate skills would include logical reasoning, critical thinking, persuasion, advanced writing, research, listening and other communication skills. The courses listed below do not represent all courses that might be applicable to a student considering law as a profession. Students should check with the pre-law adviser to determine if courses not listed on this handout would be applicable. As students consider these courses, they need to check for prerequisite courses.

Agricultural Education and Studies (AGEDS 451)
Business (ACCT 215, ACCT 316, Mgmt 370, Mgmt 371, MGMT 414, MGMT 471, and MGMT 472)
Communication Studies (COMST 101, COMST 102, COMST 218, and COMST 310)
Construction Engineering (CON E 380)
Criminal Justice Studies (CJ ST 240, CJ ST 320, CJ ST 332, CJ ST 340, CJ ST 341, and CJ ST 402)
Economics (ECON 101, ECON 102, ECON 301, ECON 302, ECON 320, and ECON 321)
English (ENGL 302, ENGL 309, ENGL 310, ENGL 313, and ENGL 418)
History (HIST 221, HIST 222, HIST 453, and HIST 472)
Human Development and Family Studies (HD FS 380)
Journalism and Mass Communication (JL MC 101, JL MC 201, and JL MC 460)
Philosophy (PHIL 206, PHIL 207, PHIL 230, PHIL 332, and PHIL 334)
Political Science (POL S 215, POL S 319, POL S 320, POL S 420, POL S 421, POL S 422, POL S 476, and POL S 483)
Speech Communication (SP CM 312, SP CM 322, SP CM 323, SP CM 324, and SP CM 327)

Selection of applicants for law schools is based upon consideration of the cumulative grade point average, Law School Admission Test (LSAT) scores, letters of recommendation, curricular and extra-curricular activities, and a personal essay. Students should contact their law schools of interest and speak directly with an admission representative to have questions answered about applications materials, admissions policies, and scholarship deadlines. Law school related materials are available through Bruce Allen, Pre-law Advisor, 127 Carrie Chapman Catt Hall. Bruce can be reached by phone at (515-294-4831) or by email at allenbs@iastate.edu. Students may access www.lsac.org for LSAT information. Students can also access general law school information at www.las.iastate.edu/pre-law/.

Medical School: Medical schools look upon mechanical engineering graduates very favorably. Students interested in medicine should contact those medical schools at which they are considering applying and visit with advisors in the LAS Pre-professional Advising Center.

In addition to meeting the normal mechanical engineering requirements, students interested in medical school should complete the following courses: Biol 211, 211L, 212, 212L; Chem 331, 331L, 332, and 332L. Students should also look into admissions requirements for medical students for their schools of interest. The University of Iowa College of Medicine, for example, requires an upper level (300 or above) course in the biological sciences. This should be chosen from courses in Micro-Biology, Biology, or BBMB (Biochem). Additionally, some medical schools require a course in Biochemistry. Pre-Med students most commonly take BBMB 404/405 or 420 to meet this requirement.

Part 2: Undergraduate Advising

KIEWIT UNDERGRADUATE STUDENT SERVICES CENTER

2043 H.M. Black Engineering Building
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[www.me.iastate.edu/students/advising/](http://www.me.iastate.edu/students/advising/me-advising@iastate.edu)
me-advising@iastate.edu

The department advising center is located in **2043 Black Engineering**. The Center has five academic advisors and a program assistant who communicate departmental policies and directives from the faculty to the advising center. Students can stop by for walk-in appointments during hours of operation, 8 a.m. – 11:50 a.m. and 1 p.m. – 5 p.m., Monday through Friday. If the student's advisor is available, the student can usually see him or her immediately. If a student's assigned advisor is unavailable, the student can either visit with another advisor or make an appointment through the program assistant. Students may also contact their advisor by phone or email.

John Wagner Phone 294-3686 E-mail: jdwagner@iastate.edu

John is the Director of the Kiewit Undergraduate Student Services Center. John's has a B.A. in Community Health Education and a M.A. in Agency Counseling from the University of Northern Iowa. John has been working at Iowa State for over 15 years beginning as a social work trainer, then an academic advisor in the College of Design and now an advisor with the department of Mechanical Engineering.

Jill Batten Phone 294-1744 E-mail: jbatten@iastate.edu

Jill earned a M.Ed. in Higher Education from Iowa State University and her B.A. degree in Psychology from Coe College.

Kevin Osgerby Phone 294-6066 E-mail: osgerby@iastate.edu

Kevin earned a B.S. in Construction Engineering and a M.A. in Teaching (Secondary School Science) from Iowa State University.

Jessica Van Winkle Phone 294-9354 E-mail: jessica@iastate.edu

Jessica is an Iowa State University alumna. She earned both her B.S. in Finance and M.B.A. from Iowa State. Jessica is also a learning community co-coordinator of the Mechanical Engineering Learning Team (MELT) program.

Johna Wolfe Phone 294-6187 E-mail: jswolfe@iastate.edu

Johna is a graduate of Iowa State University. She has a B.S. in History, M.A. in History, and M.Ed. in Higher Education with an emphasis in Student Affairs from Iowa State. Johna is also a learning community co-coordinator for the Mechanical Engineering Learning Team (MELT) program.

Program Assistant Phone 294-4932 E-mail: me-advising@iastate.edu

Mallory McCarty is the Advising Center program assistant and a graduate of Iowa State with a B.S. in Animal Ecology and Anthropology. She can provide students with a range of information including deadlines, important documents, and appointment availability for the advising staff.

Kiewit Undergraduate Student Services Center Mission

The Mechanical Engineering Department's academic advisors are dedicated to enhancing each student's academic and career aspirations.

Mechanical Engineering's professional advisors are:

- Interested in the academic, personal, and professional development of their advisees
- Knowledgeable about University, College, and departmental policies and procedures
- Advocates for their advisees, the department, the College, and the University

Our academic advisors will help students:

- Navigate university, college, and departmental systems
- Identify university resources
- Understand program requirements
- Plan courses
- Find solutions to academic problems
- Make academic decisions
- Register for courses
- Find appropriate resources for personal concerns
- Transfer in courses from other institutions

Our academic advisors encourage their advisees to:

- Be serious about their studies and take ownership of their learning experiences
- Be responsible and accountable for their decisions and actions
- Be knowledgeable about Iowa State policies and procedures and the graduation requirements for the mechanical engineering program
- Be conscientious about integrating degree requirements with out-of-class, leadership, and career opportunities

ESSENTIAL RESOURCES

Several important resources students will want to reference throughout their academic career at ISU include:

The Mechanical Engineering Undergraduate Handbook - http://www-archive.me.iastate.edu/fileadmin/www.me.iastate.edu/academics/2009-2010/ME_Handbook_2009-21_Aug_2009.pdf

Kiewit Undergraduate Student Services Center - 2043 H.M. Black Engineering Building

The Mechanical Engineering Undergraduate Handbook is designed to summarize information taken from the ISU Catalog—**it should not be used as a substitute for the Catalog, but as a supplement.**

Dean of Students Office - <http://www.dso.iastate.edu/resources>

Dean of Students Office - 1010 Student Services Building

This website presents an overview of the variety of resources, including student life policies and conduct regulations that will help students identify and understand their rights and responsibilities.

The Iowa State University Catalog - <http://catalog.iastate.edu/>

Registrar – 214 Enrollment Services Center

The Catalog outlines degree programs and details the expectations that the University and College have of students in completing their respective degree requirements. Additionally, the Catalog summarizes course content and pre- and co- requisites for the courses. Information regarding fees and policies and procedures are also included. ***This document is essential!***

WORKING WITH AN ADVISOR

Mechanical Engineering Academic Advisors work with students to ensure they are making satisfactory progress towards their academic and career goals. Students should seek assistance from their academic advisor as they would from a legal or financial advisor, keeping in mind that:

Advisors will only **advise** students with respect to completion of the requirements for a mechanical engineering degree; he or she **cannot and will not make** decisions for the student.

Advisors will provide students with an objective perspective and help students find ways to resolve many issues.

Academic advisors in the Kiewit Undergraduate Student Services Center can help students find answers to questions they may have and direct students to other campus resources. For questions related to financial aid or housing issues, students should contact financial aid counselors and residence advisors. Students should not wait for their advisor to contact them if the student has questions or is experiencing academic problems - by then it may be too late! Students are invited to drop by the Kiewit Undergraduate Student Services Center anytime during office hours. Although students may set up an appointment with an advisor after the first two weeks of classes, appointments are not generally required. Students are also free to contact their advisor through email.

Every student has a formally assigned advisor (the advisor's name is located on AccessPlus under "Current Student Info" and also on the student's degree audit). More often than not, students have a quick question that any one of the advisors can answer. If students prefer, however, they may request to visit with or schedule an appointment with their assigned advisor.

Advisors in the Kiewit Undergraduate Student Services Center will be kept informed about their students' academic progress. They will receive copies of most correspondence to students from the University. Even though an academic advisor will be available to assist students, students are expected to be aware of University policies. Students are also expected to know their degree requirements and to plan schedules in order to meet those requirements. Finally, an academic advisor can help students only to the extent that the advisor understands their concerns.

STUDENT RESPONSIBILITY

It is the responsibility of each student to ensure that his/her program of study satisfies all graduation requirements. Students should:

- Be aware of all important dates/deadlines (i.e. last day to drop a course, scheduling dates, etc.).
- Know which catalog is dictating their degree requirements.
- Review the mechanical engineering degree requirements and identify critical paths (i.e. the path to ME 436 is a seven semester sequence that begins with Math 165!).
- Plan their program of study.
- Review their degree audit and resolve any questions they have about it in a timely manner.
- Capitalize upon the resources at their disposal.

Lack of awareness of the policies, procedures, and expectations of the College of Engineering and the University will only result in a delayed graduation.

Part 3: Commonly Requested Information

STUDENT RESOURCES

Iowa State students are eligible to receive a number of services from the Dean of Students Office (DSO). Services offered by the DSO are designed to help students make the most of their time while earning their degrees at Iowa State University. Students are encouraged to visit the DSO, 1010 Student Services Building, or website, www.dso.iastate.edu/, for academic assistance, counseling, or simply to find out about the services offered by the DSO. Listed below are some of the academic services offered by the DSO and the College of Engineering:

Academic Success Center: The Academic Success Center (ASC) is a collection of services and programs designed to help students reach their academic goals. The center offers individualized and small group experiences, course-specific and general academic assistance, and even credit and non-credit programs. ASC also offers a large menu of services--it's up to students to choose and use those services which can help them get the grades they want. The ASC is located at 1060 Hixson-Lied Student Success Center and is open 8 a.m. – 7 p.m. Monday – Thursday and 8 a.m. – 5 p.m. on Friday.

www.dso.iastate.edu/asc

Academic Coaching: Academic Coaching is a "learning how to learn" service sponsored by ASC designed to assist students at any level. Coaches work one-on-one with students to evaluate and identify problems with study habits and time management and then help students develop strategies for improvement. Please call 294-6624 to make an appointment.

www.dso.iastate.edu/asc/academic

Psychology 131: This is a one-credit course designed to facilitate students' development of effective study skills including reading textbooks, note-taking, and study strategies. While this is a valuable class, it is *not* an approved general education elective for mechanical engineering.

www.dso.iastate.edu/asc/psych131

Supplemental Instruction (SI): Supplemental Instruction (SI) is a nationally recognized academic support program offering free, regularly scheduled study sessions for selected number of difficult 100-200 level courses. SI sessions are facilitated by "SI Leaders," undergraduate students who have previously taken the course and demonstrated academic competency in the subject area. www.dso.iastate.edu/asc/supplemental/

Tutoring Services: Most tutoring occurs in groups of one to four students for about three hours per week. Tutors are available for most undergraduate courses and cost is about \$4.00 per hour for group tutoring.

www.dso.iastate.edu/asc/tutoring

Disability Resources: This unit of the DSO provides a variety of services for students with disabilities. A growing number of college-age students are being identified by their doctors as learning-disabled and in need of accommodations. Services offered by the Disability Resources include: videos, journals, magazines on a variety of disability-related topics, Braille/accessibility maps, readers; note takers, sign-language interpreters, personal assistants, test proctors, proof readers, and advocacy.

www.dso.iastate.edu/dr/

LEAD Program: The Leadership through Engineering Academic Diversity (LEAD) Program is committed

to improving the educational experience and academic success, retention, and graduation of minority engineering students at Iowa State University. Some of the services available to minority students through the LEAD Program include: tutoring, peer mentoring, and engineering learning communities. For more information about the LEAD Program, contact the LEAD Program Coordinator, 110 Marston Hall.
www.engineering.iastate.edu/lead/

Student Counseling Services (SCS): Located on the third floor of the Student Services Building, SCS offers assistance to many students coping with relationship problems, low self-esteem, stress, loneliness, depression, cultural differences, sexual assault recovery, eating disorders, trauma and childhood abuse, conflicts over sexuality, substance abuse, academic motivation, and other concerns. Most clients reach their desired goals within the first six sessions. Those clients who need longer term services can receive assistance in referrals to other agencies within the community.
www.counseling.iastate.edu/

Tau Beta Pi: As a national honor society for engineers, Tau Beta Pi strives to help other engineering students to succeed in their classes. Free tutoring is provided each semester in subjects ranging from Math to Thermodynamics. Information and specific times can be located at the Tau Beta Pi web site.
<http://iowaalpha.tbp.org/>

Women in Mechanical Engineering Program: The goal of the Women in Mechanical Engineering Program is to provide services, support, and networking opportunities to help women students succeed in engineering. For more information about the program, contact Denise Wright, 2025 Black or dmwright@iastate.edu.
<http://www.me.iastate.edu/students/wime/>

SCHOLARSHIPS

Many students qualify for scholarships from Iowa State University. Each year the College of Engineering also awards about \$1.5 million in scholarships to engineering students. The generous support of hundreds of individuals and corporations allows the College to recognize the academic accomplishments of outstanding, hard-working students.

Scholarships are awarded based on merit and financial need. Scholarship opportunities are available to incoming freshmen students, transfer students, and currently enrolled engineering students.

For detailed information on College of Engineering scholarships contact:

Engineering Student Services
110 Marston Hall
Ames, IA 50011
(515) 294-8355
email:engineering@iastate.edu
www.engineering.iastate.edu/scholarships/

Incoming Engineering Freshmen: Scholarships are awarded to incoming freshmen students based on the information from their admission application. No formal application for the General College of Engineering scholarships is required. The Dean of Engineering notifies incoming first year students, who have been offered admission to Iowa State, if they are recipients of a General College of Engineering Scholarship award. A number of scholarships are offered based on criteria set by donors. The College Scholarships and Awards Committee administer most of these scholarships centrally; a few are administered by individual program offices. Follow this link,

www.engineering.iastate.edu/scholarships, for details on any specific engineering scholarships.

Transfer Students: The College of Engineering awards scholarships to transfer students based primarily on academic performance at the transfer school. Transfer students should complete the online application (www.engineering.iastate.edu/student-services/scholarships/transfer-student-scholarships/) by the deadline listed for the semester they wish to enter Iowa State. Transfer students must provide a list of engineering course and other courses taken towards completing the basic program (i.e. Math 165, Math 166, Chem 167 or Chem 177, Engl 150 and Engl 250, and Phys 221). Transfer students are also asked to provide any ACT or SAT scores they may have. Although the entrance exam scores are not required for admission, the College of Engineering does use this information for scholarship selection. The **deadlines are early January** for the spring semester **and early June** for fall semester entry.

Currently Enrolled Engineering Students: Currently enrolled students have the opportunity to receive scholarships through the College of Engineering. The mechanical engineering faculty nominates students for scholarships awarded by the Department of Mechanical Engineering. Students must apply electronically via a form made available through the College of Engineering's homepage. Instructions for using the electronic form are usually available in December and can be obtained from Tina Prouty in 202 Marston Hall. Application **deadline is early February** of each year.

General and Specific University scholarships are also available. For more information, contact:

Office of Student Financial Aid
0210 Beardshear Hall
Ames, IA 50011
(515) 294-2223
email: financialaid@iastate.edu
www.financialaid.iastate.edu

INTERNSHIPS AND CO-OPERATIVE EDUCATION PROGRAMS

Co-operative education (Co-op's), internships and summer work programs give students the unique opportunity of earning money while gaining valuable engineering experience. These programs allow students to apply what is learned "in the classroom" directly in industry. Upon returning from either a co-op or an internship, students find themselves better able to:

1. Understand their course work
2. See how their engineering course work relates to their chosen field of study
3. Determine if mechanical engineering is the right field of study for them
4. Stay motivated to perform better academically
5. Find full-time employment upon graduation

Even though co-ops and internships are not required, they are highly recommended. Information on companies that participate in these programs is available in the Engineering Career Services (ECS) Office in 308 Marston Hall or on their website: www.eng.iastate.edu/ecs/.

Is there a difference between an internship and a Co-op?

Yes. The Mechanical Engineering Department uses the following definitions:

Co-operative Education Program (Co-op): A twelve-month program in which a student alternates between working on site and studying at ISU. We generally do not encourage students to be at their

work site for twelve consecutive months. Students generally are away at work for one semester, return to ISU for the next semester, and wrap up their Co-op the following semester and the adjacent summer.

Even though students are not physically at ISU during the terms they are away, they are still considered full-time students (they are not assessed tuition and fees while they are away). This allows a student to maintain most benefits of being enrolled in college (parental health insurance coverage, loan repayment deferment, etc). Students maintain their full-time university status by enrolling in ME 298 the first semester they are at work and ME 398 the second semester. ME 498 is the experiential course for students on the third and consecutive work term of their Co-op. Each of these courses is an R-credit course and will not affect tuition or grades.

Internship: A work program of less duration than a Co-op. Internships are typically only one semester and may or may not include an adjacent summer. Approximately 82% of all students with an internship secured positions at the time of graduation (Spring 2012 statistic).

As is the case with Co-ops, students who are away on an internship are considered full-time students. During the semester they are away, students enroll in ME 397. This course is also an R-credit course and does not affect tuition or grades.

Summer Experience: Students who have a job with an engineering company over the summer may sign up for ME 396 to have the experience recorded on their transcript. The experience must be at least 10 weeks or longer in order to meet the requirements for ME 396.

How are students guaranteed a significant engineering experience?

Each company that interviews and hires ISU engineering students for either Co-ops or internships has signed an agreement with ISU to give students valuable engineering experience. In turn, ISU agrees to provide each company with quality students.

This agreement is the student's guarantee that the student will not be "getting coffee or filing for someone." It is in the student's best interest to verify with Engineering Career Services that such an agreement has been signed and request that the company sign one if they haven't done so. Most companies value their relationship with ISU and will not risk losing their privileges of hiring ISU students by refusing to sign an agreement or violating an already signed agreement.

Guidelines for Co-ops and Internships

1. In order to qualify for either a Co-op or an internship, students must be enrolled at ISU on a full-time basis.
2. Students interested in Co-ops or internships should sign up with Engineering Career Services (308 Marston Hall).
3. Any student can interview with companies and obtain either an internship or Co-op at any time. However, we suggest students complete their basic program before beginning a search for a Co-op and/or internship. It is also suggested that students be in good academic standing before initiating any job search. This will increase the probability of a student's success in an already competitive job market.
4. Once a Co-op or internship offer has been accepted, students need to notify the personnel in the Engineering Career Services, fill out the appropriate forms and verify that the company has signed an agreement with ISU.
5. Students also need to visit with their academic advisor. Students will be asked to produce the Employment Acceptance Form (EAF) which can be found under the Registration Process and Employment Acceptance Form link at www.engineering.iastate.edu/ecs/internships/how-to-register/ so that an advisor can sign it. *Read all information associated with the form.*

6. Students will be enrolled in the appropriate experiential course once they have returned the signed EAF form to ECS.
7. ECS will drop any other courses that the student may have signed up for the semester that the student will be away, unless the student designates otherwise on the EAF.

Please note: In some unique cases, students may see their scholarships, parental insurance coverage, living arrangement, etc. affected by not being physically present on campus (even after having registered for either ME 298, 396, 397, 398, or 498). Therefore, every student accepting a Co-op or internship is advised to notify certain campus offices of the semesters the student will be absent from ISU. In addition, students need to be aware of all possible consequences of their absence from campus.

HONORS PROGRAM

The First-Year Honors Program

The First-Year Honors Program provides special educational opportunities for a limited number of entering first-year students. The program introduces qualified and motivated students to the advantages of an honors education, emphasizing learning in small groups and fostering a sense of community among students with similar abilities and interests.

Students in the First-Year Honors Program are automatically placed in honors sections of First-Year Honors Seminar (HON 121) and a special section of Library 160. Unless they bring in six credits of English, students will also be placed in an Honors section of the first-year English course, English 250H. Students also have the opportunity to enroll in the honors sections of introductory classes in Biology, Freshman Engineering, Mathematics, Physics, Philosophy, Psychology, Speech and other areas.

Letters of invitation to apply for the First-Year Honors Program are mailed to students who have been admitted to ISU, have an ACT English score of at least 24 (SAT Verbal score of 550) and meet at least one of the following criteria:

- Upper 5% of their high school graduating class
- ACT composite score of 30 or higher (or 1300 SAT)
- National Merit or National Achievement Semifinalist

University Honors Program

A cumulative grade point average of 3.5 or above is the primary requisite for admission into and continued membership in the Honors Program. Full membership information can be found at:

University Honors Program
2130 Jischke Honors Building
(515) 294-4371
email: honors@iastate.edu
www.honors.iastate.edu

The honors advisor for Mechanical Engineering Students is:

Dr. Gap-Yong Kim
2034 Black Engineering
(515) 294-6938
email: gykim@iastate.edu

MECHANICAL ENGINEERING LEARNING TEAMS (MELTs)

What is a Learning Team/Community?

In the Mechanical Engineering department, learning teams are made up of small groups of students that work together to enhance each other's academic and networking skills. Mechanical Engineering Learning Teams are non-residential course-based communities. Students participating in a learning team enroll in the same set of courses as well as a one-credit Learning Team Seminar, ME 190. In the seminar, students participate in group sessions where they review concepts from their courses, learn about opportunities at Iowa State and in engineering from their peer mentors, and work on team building skills. Please visit our learning team web site at:

www.me.iastate.edu/students/advising/learning-teams/

What are the Benefits of Participating in a Mechanical Engineering Learning Team (MELT)?

- Students tend to have more academic success.
- Students tend to have higher GPA's than those who do not participate in learning communities.
- Students gain better insight into the mechanical engineering profession.
- Students receive guidance from experienced mechanical engineering junior/senior peer mentors.
- Students generally have more fun in their engineering courses.

Can Anyone Participate in a MELT?

Unfortunately, not everyone can participate in a MELT because of popularity and limited availability. There are eight Mechanical Engineering Learning Teams. Each team consists of 20-25 incoming first-year students. Learning Team selections are made during June orientation. Approximately, 2/3 of the incoming first-year mechanical engineering students are assigned to one of the MELTs.

How do I sign up for a MELT?

1. Students should contact Johna Wolfe or Jessica Van Winkle, the Learning Community Co-coordinators, at jswolfe@iastate.edu or jessica@iastate.edu regarding availability in a learning team that fits with their academic needs.
2. Students for each learning team are selected on a first-come-first-serve basis during June orientation.
3. Students are pre-registered by the College of Engineering for the courses in their learning teams. This can be a tremendous benefit to students!

SCHEDULE CHANGES

How a schedule change is made depends on how far into the semester the change is made.

Prior to the start of the term students may use AccessPlus to add or drop a class. These changes will not be reflected on the student's permanent record. If the student wishes to cancel his/her registration, the student must do so prior to the start of classes, otherwise he/she will be assessed tuition and fees. After the semester begins, a withdrawal slip must be processed if the student decides not to attend classes.

During the first five days of a semester students may use AccessPlus to add or drop a class. The schedule changes made during the first five days of classes will not count against the student's permanent record. However, if a class is closed, or if permission is required to add the class, the instructor's signature is needed. An advisor's signature is ***not required*** during the first week of classes. After the student has secured the instructor's signature, the signed slip should be submitted to 10 Enrollment Services Center for processing the course enrollment request.

After the fifth day of classes, the student must follow the procedure outlined below:

1. Pick up a pink Add/Drop slip from the Kiewit Undergraduate Student Services Center (2043 Black Engineering).
2. Have the academic advisor acknowledge the change with her or his signature.
3. Take the slip to the instructor of the class the student wishes to add or drop and have the instructor acknowledge the change with his or her signature.
4. Take the slip to Room 10 Enrollment Services Center. *The Registrar charges a nominal fee for processing the schedule change after the fifth day of class.*

Changes made after the fifth day of classes will count against the student's permanent record. During a student's first term at Iowa State, drops processed after the first week of classes are shown on the student's permanent record, but are not deducted from the total number of drops allowed. The last day to drop a class is the third Friday after the day midterm grades are due.

After the drop deadline, drops are not allowed unless extenuating circumstances exist. An extenuating circumstance is a circumstance beyond the student's control. *A failing grade is not an extenuating circumstance!*

Transfer students are allowed four (4) drops throughout their academic careers, and students who enter Iowa State directly from high school are allowed a maximum of five (5) drops. If a student has already earned a bachelor's degree, only two (2) drops are permitted.

What if a class that the student wants to take is closed or full?

1. Check AccessPlus regularly to see if a spot has opened. Keep in mind that:
 - Seats may open up at the end of the semester, especially after grades have been released and/or Coop/Internship offers have been accepted.
 - Seats may open up while students shift sections during and after the pre-registration period, up through the start of classes.
2. Stop by the Kiewit Undergraduate Student Services Center to pick up a pink Add/Drop slip. Fill out the Add/Drop slip ***prior*** to meeting with an advisor. Set up an appointment with the instructor (via e-mail or telephone). Take the Add/Drop slip to the instructor and request to be added into their section. Only the instructor (not advisors) has authority to add students into a class after it is closed or full.

****** Checking AccessPlus frequently is key. ******

CURRICULUM/MAJOR CHANGES

A curriculum change implies that the student is staying within the College of Engineering, but is changing to a discipline other than the current one. For example, if the student is presently a mechanical engineering student and would like to change to civil engineering, the student would go through the sequence of steps given below:

1. Visit with an advisor in the new department. Students may also consider visiting with Career Exploration Services (3rd Floor, Student Services Bldg.) to speak with a career counselor. This critical step will be helpful in either reassuring the student to make the change, or as sometimes happens, help the student rethink the decision altogether.
2. Visit with an advisor in mechanical engineering. The mechanical engineering advisor will provide the student with a File Transmittal Form. The advisor will check for documents in the student's advising file that the new advisor would find useful and informative.
3. Proceed with the File Transmittal Form and advising file to the College of Engineering Student Services office, 202 Marston Hall. This office will make the change to the student's records.
4. Proceed from Engineering Student Services to the new departmental office, in the example above that would be the main office of the Department of Civil Engineering. Someone in the departmental office will take the student's advising file, perform an inventory of important documents, and assign the student to a new advisor.

If the student is leaving the College of Engineering for another College, (i.e., changing majors) an additional step is required. Let's call this Step 3A.

Step 3A follows step 3 above.

- 3A. After leaving the College of Engineering Student Services office, proceed to the new College's Student Services office. Engineering Student Services will tell the student where that office is located. If they should forget, ask them which office to go to.

Step 4A replaces Step 4.

- 4A. Proceed from the new college Student Services office to the new departmental office. Someone in the departmental office will take the student's advising file, perform an inventory of important documents, and assign the student to a new advisor.

If the student is on academic probation and making a change to another college, the student must **first receive permission to change** from the college and department the student wishes to enter. If the student proceeds with the change and at a later time determine that he/she would like to transfer back to the College of Engineering, the student must receive permission from the College of Engineering Academic Standards Committee.

STUDY ABROAD OPPORTUNITIES

The first step in determining whether or not a student wants to pursue a study abroad opportunity is to visit with the staff of the Engineering International Engagement office, 112 Marston Hall (www.engineering.iastate.edu/studyabroad/) or the University Study Abroad Center, 3224 Memorial Union (www.studyabroad.iastate.edu/).

The Engineering International Engagement office is equipped to answer questions about which programs are best for engineering students, what schools are in countries the student is interested in visiting, what the student will need to do before leaving, approximately how much it will cost to live and study abroad, and a whole host of other important information that will help students make a decision. The Study Abroad Center should also be able to answer many of these same questions, but may have limited information on specific engineering courses and programs abroad.

After students have settled on a school to attend, the next step is to find out which courses they can and/or should register for at the host school. The Engineering International Programs office has identified many courses that meet general education and tech elective requirements for a mechanical engineering degree. Students may access much of this information on the International Engagement website under Pre-Approved or Previously Transferred Classes or make an appointment to meet with a program coordinator in the Engineering International Engagement office. The Kiewit Undergraduate Student Services Center also maintains records of courses taken abroad that have been evaluated as transfer credit at Iowa State. Students are welcome to browse and review these files in 2043 Black Engineering; these files must remain in the Kiewit Undergraduate Student Services Center. Additionally, the Office of Admissions also has thorough and extensive records for many international programs and courses. Students should utilize the online transcript and preliminary degree evaluation program, TRANSIT (<https://transit.iastate.edu/>) or complete a Preliminary Transfer Credit Evaluation form and submit it to the Office of Admissions for review.

Some courses taken abroad will transfer to Iowa State University as what are known as **generic credits**. Generic credits need to be more fully evaluated by the teaching department at Iowa State University before an advisor can advise a student on whether or not to take the course at the international school. For example, if the student is considering a math course that transfers back to ISU as Math 300-- instead of a specific course like Math 307, then the student needs to take: 1) the course description, 2) the course syllabus, 3) the name of the textbook used to the appropriate evaluator in the Iowa State University math department for further evaluation.

Students will need to complete the Request for Department Review of Transfer Course form (<http://www3.me.iastate.edu/advising/web/advising/transfer.html>) and take it to the meeting with the reviewer. **The student is responsible for acquiring the course description, syllabus, and name of the textbook.** Some students are able to get this information through the host institution's web site and through e-mail from staff and/or instructors at the host school. While this part of the process can be extremely time consuming, knowing which courses will apply to an ME degree and which will not is essential before beginning courses at the host school. In some cases, students will need to correspond with Iowa State University faculty about these issues after they arrive in the host country and discover which classes are available in the term they are studying. For this reason, students need to understand the remaining degree requirements before they leave so that they have maximum flexibility in course selection upon arrival. We recommend that students **begin planning for study abroad at least one full semester in advance of departure.**

Students also need to clearly understand evaluation procedures of the institution they are attending (i.e., how often students will be tested on material, how often students will be required to submit homework, when the school year begins and ends, etc.).

Finally, we suggest that students do not go to a host school and take so many credits that they are unable to enjoy the culture of the country they are visiting. The idea is for students to make progress toward the ME degree while gaining a new perspective about the country they are visiting and a new perspective about the U.S.

The procedures students need to follow to prepare for study abroad are summarized below:

- Identify a school through the Engineering International Engagement or Study Abroad Center

- Determine what courses and how many credits will transfer back to Iowa State
- For every generic course the student plans to enroll in at the host school, acquire a syllabus, course description, and the name of the course text, if possible
- Visit with an academic advisor and complete a transfer credit evaluation form for every generic course the student will be taking while abroad
- Take the syllabi, descriptions and textbook names, along with the transfer credit evaluation forms to the designated reviewer
- Return the signed forms to an advisor

The advisor will ensure that forms students leave in the Kiewit Undergraduate Student Services Center remain safely in the student's advising file until credits earned from the host school are transferred to Iowa State University. Once transfer credits are posted on the student's ISU record, the advisor sends the forms to the College of Engineering where degree requirements completed at the international school will be shown as complete. Although students will be required to complete 15 total credits of general education electives in mechanical engineering, the international perspective requirement will be automatically fulfilled by studying at an international school.

TRANSFER CREDIT EVALUATION

If a student has been admitted to Iowa State University from another institution or has taken classes at another school during the summer, the student likely has transfer credits. If the student has transfer credits from another institution, he/she should receive a copy of the *Transfer Credit Evaluation* form from the Office of Admissions along with an admissions letter. Students transferring credits from other institutions are encouraged to see their advisor regarding application of transferred credits toward their degree.

The Transfer Credit Evaluation form lists how the courses taken at other schools transfer to ISU. It also lists the titles for each course, their respective credits, and the grade the student earned in each of the courses. Courses that appear on the transfer credit evaluation for which there is no direct translation at Iowa State may need to be evaluated. The mechanical engineering department decides which of the transferred credits will apply towards the student's degree in mechanical engineering. Transferred courses that are not applied towards the student's degree will appear in the "Courses Not Applied to Degree Program" section at the end of the degree audit, along with any other non-applicable courses the student has successfully completed. **Mechanical Engineering will not apply any transfer course to the degree in which the student received a grade lower than C."**

If the student feels that a transferred course should be applied to the degree but has not been, contact an academic advisor. The student's advisor will review the Transfer Credit Evaluation form to verify that all courses that can be applied to the Bachelors of Science in Mechanical Engineering (BSME) have been applied.

Progress toward degree completion is the student's responsibility. So, review each degree audit carefully and make an advisor aware of any credit deficiencies or other issues that will prevent or delay graduation. It is imperative to note whether or not the transferring institution awards the same number of credits that Iowa State does. Any credit deficiencies must be resolved in order to graduate. Also, when requesting that transferred credits be applied to the degree, remember the following two rules:

1. No more than 65 transfer credits (97 quarter credits) may be applied toward graduation from a two-year school or community college.
2. A student's final 32 credits should be earned at Iowa State University.

Summer Transfer Courses

If students plan to take courses at another institution over the summer and transfer the credits to Iowa State, the rules and policies listed above still apply. The student is responsible for ensuring off-campus

courses can and will be applied to the mechanical engineering degree.

To find out if a course at another institution is equivalent to an Iowa State course, students can utilize the online transcript and preliminary degree evaluation program, TRANSIT - <https://transit.iastate.edu/>. There are also course equivalency guides posted on the Admissions website - www.admissions.iastate.edu/equiv/index.php – that students should review before they enroll in courses elsewhere. Additional information on transfer credits for the College of Engineering can be found at www.eng.iastate.edu/transfer/.

Note: Some web equivalency guides may not be up to date. If students have questions, they should contact their advisor. Students need to be sure that the transfer institution sends updated transcripts to ISU so that classes can be evaluated in a timely manner.

Part 4: Requirements for a Bachelor's Degree in M.E.

MECHANICAL ENGINEERING CURRICULUM PLANNING

A curriculum outline (page 26) and flow chart (page 28) follow which represent the 130 credits required for graduation. Six important things to remember as students plan:

1. Basic Program Requirements

Students must have a C (2.00) average in the **Basic Program Courses** in order to be allowed to take 200 or higher level engineering courses. Until the Basic Program is complete, students will not be allowed to take upper division courses for more than one semester, or if the student is a transfer student, for more than two semesters.

2. General Education/International Perspective/US Diversity (minimum of 15 credits)

- 3 credits for either Econ 101 or 102 must be completed
- 3 credits in the *social sciences*
- 6 credits in the *humanities*
- 3 credits in either the *social sciences or humanities*
- Students must meet the University *International Perspective* requirement.
- Students must meet the University *US Diversity* requirement.
- No more than three 100-level courses will be applied
- All must be chosen from the mechanical engineering department General Education approved lists

3. English Proficiency Requirement

Students must have a C (2.00) average in Engl 150 and Engl 250 with no grade in either class less than C (2.00). If a student fails to meet this requirement, the student needs to do one of the following:

- Repeat one or both classes until the English proficiency requirement is met.
- Take another writing course to make up the deficiency as an alternative to repeating Engl 150 and/or Engl 250. *However, the Mechanical Engineering Academic Standards Committee must approve this alternative.*

4. Technical Electives

Fifteen (15) technical elective credits are required for graduation and must be chosen from the mechanical engineering department approved lists.

5. Design Elective

Three (3) design elective credits are required for graduation. The design elective must be chosen from the mechanical engineering department approved list.

6. Mechanical Engineering Core Courses

A student must have a minimum grade-point average of 2.00 in this group of courses to graduate:

ME 270	EM 345	EE 442	ME 370
ME 231	ME 324	EE 448	ME 421
EM 274	ME 325	ME 332	ME 436
EM 324	Mat E 273	ME 335	

CURRICULUM OUTLINE

2012-2013

130 Credits

First Year			
<i>1st Semester</i>	Credits	<i>2nd Semester</i>	Credits
Chem 167	4	Lib 160	1
Chem 167L	1	Engl 150	3
Math 165	4	ME 170	3
Engr 101	R	Math 166	4
ME 160	3	Phys 221	5
Econ 101 or 102	3		
Total	15	Total	16
Sophomore			
<i>3rd Semester</i>	Credits	<i>4th Semester</i>	Credits
Engl 250	3	EM 324	3
Mat E 273	3	Gen. Ed.	3
EM 274	3	Math 267	4
Math 265	4	ME 231	3
Phys 222	5	ME 270	3
ME 202	R		
Total	18	Total	16
Junior			
<i>5th Semester</i>	Credits	<i>6th Semester</i>	Credits
Gen Ed.	3	ME 325	3
EM 345	3	ME 370	3
EE 442/EE 448	4	ME 335	4
ME 332	3	Comm. Req.	3
Stat 305	3	ME 324	4
Total	16	Total	17
Senior			
<i>7th Semester</i>	Credits	<i>8th Semester</i>	Credits
Tech. Electives	6	Tech. Electives	9
ME 421	4	Design Elective	3
ME 436	4	Gen. Ed.	3
Gen. Ed.	3		
Total	17	Total	15

BASIC PROGRAM REQUIREMENTS

The following courses comprise what is known as the Basic Program. A student must earn **at least a C average** in the Basic Program in order to progress to upper division mechanical engineering courses (ME 200 and higher). The student must also have an Iowa State cumulative grade point average of 2.00 or higher in order for the Basic Program to be considered complete.

The Basic Program Rule states that until a student completes the Basic Program, they can take 200-level or higher engineering courses for only one semester (unless the student is a transfer student--transfer students are allowed two semesters).

<u>The Basic Program</u>		<u>Grade Values (quality points/credit)</u>	
Chem 167	4 credits	A	= 4.00
Engl 150	3 credits	A-	= 3.67
Engl 250	3 credits	B+	= 3.33
Lib 160	1 credit	B	= 3.00
Engr 101	R credits	B ⁻	= 2.67
ME 160	3 credits	C+	= 2.33
Math 165	4 credits	C	= 2.00
Math 166	4 credits	C ⁻	= 1.67
Phys 221	5 credits	D+	= 1.33
		D	= 1.00
		D-	= 0.67
		F	= 0.00

Computing the Basic Program Grade Point Average

- Multiply the number of credits given for the course by the numerical value of the grade earned. For example, assume the student earned an A in Chem 167. Chem 167 is 4 credits at ISU and an A is worth 4.00 quality points/credit. The student would receive 4 credits x 4 quality points/credit = 16 quality points for Chem 167. If the student transferred in 3 credits of A in Chem 177, the student would receive 3 X 4 = 12 quality points.
- Sum the quality points.
- Sum the credits (attempted or earned).
- Divide the total number of quality points by the total number of credits attempted or earned;

The result from Step 4 is the Basic Program Grade Point Average. Lib 160 credit is used only if the student fails it! Students can also use the ISU GradePoint Calculator which can be found at www.registrar.iastate.edu/gpa-calc/gpaCalculator.html

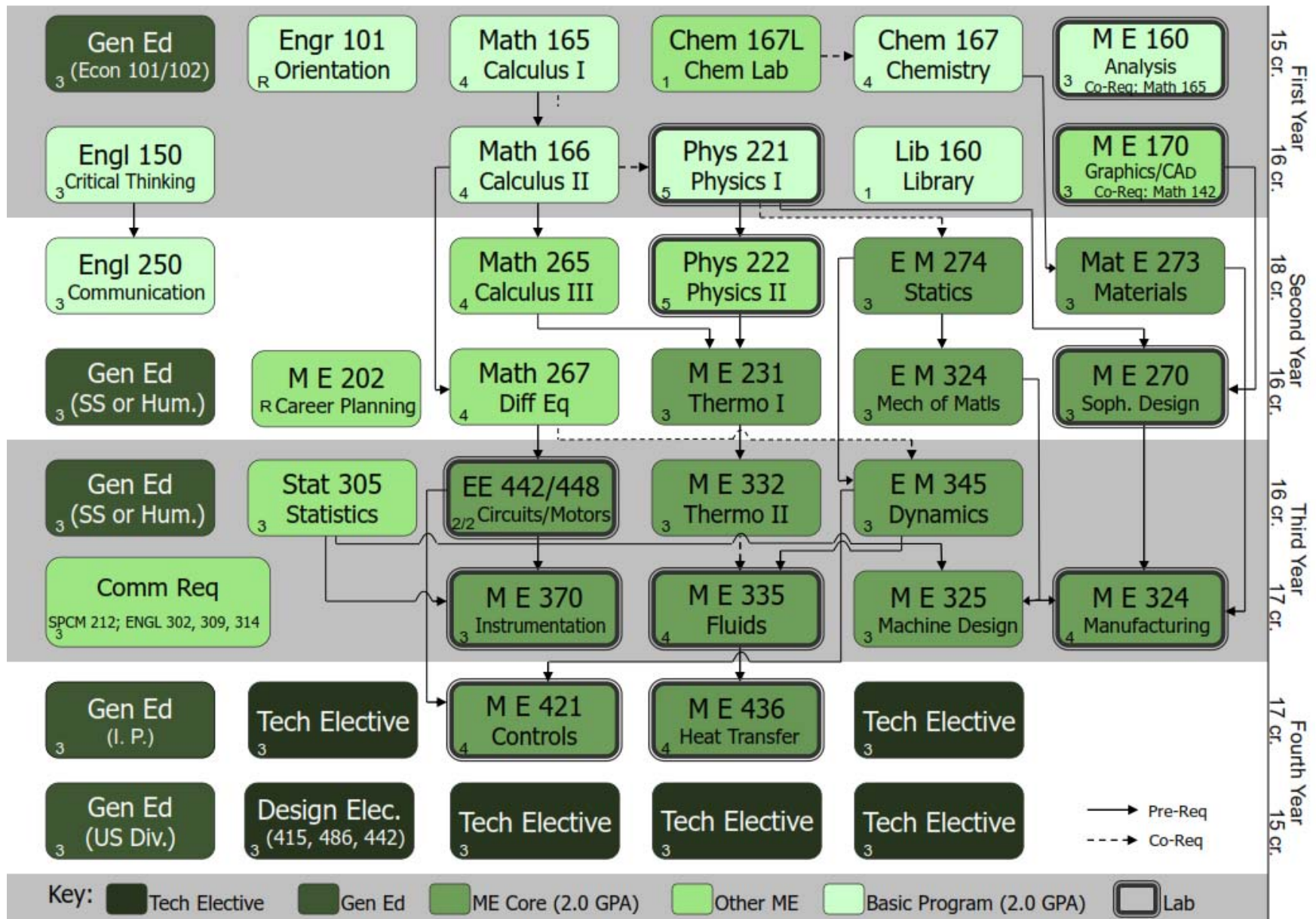
Example:

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Quality Points</u>
Chem 167	4.0	A	16.00
Engl 150	3.0	C+	6.99
Engl 250	3.0	C	6.00
ME 160	3.0	A-	11.01
Lib 160	1.0	S	
Math 165	5.0 (transferred in)	B-	13.35
Math 166	5.0 (transferred in)	B	15.00
Phys 221	5.0	C	10.00
Total	28.0		78.35

$$\text{Basic Program GPA} = \text{Quality Points} / \text{Credits} \rightarrow 78.35 / 28.0 = 2.80$$

ISU Mechanical Engineering 2012-2013

130 credits



Approved Social Sciences - Mechanical Engineering Undergraduate Major

- ◆ **A ECL** 455^{IP}
- ◆ **AF AM** 325^{IP}, 330^{US}, 350^{US}
- ◆ **AGEDS** 496^{IP}, 561^{IP}
- ◆ **AGRON** 342^{IP}, 446^{IP}, 450^{IP}, 496A^{IP}
- ◆ **AM IN** 315^{US}, 322^{US}, 323^{IP}, 420^{US}, 432^{US}
- ◆ **ANTHR** - Accept all except 257, 315, 321, 337, 414, 427I, 428, 429, 431 (Anthr 257, 315, 321, 337, 414 are humanity content) (**IP**- 201, 230, 250, 306, 309, 313/513, 323/523, 325/525, 326/526, 327/527, 335, 337, 340/540, 343/543, 394/594, 411/511, 417/517, 418/518, 436/536, 439/539, 444/544, 597; **US**- 315/515, 322/522, 412/512, 420/520, 432)
- ◆ **AN S** 496A^{IP}
- ◆ **ARTID** 463^{US}
- ◆ **BIOL** 307^{US}, 394^{IP}
- ◆ **C E** 388^{IP}
- ◆ **CH E** 391A/B^{IP}, 392^{IP}
- ◆ **CL ST** 394^{IP}, 395^{IP}
- ◆ **COMST** 310^{IP}, 323^{US}
- ◆ **C R P** 253, 270^{US}, 291^{IP}
- ◆ **C I** 250^{US}, 450^{US}, 451^{US}
- ◆ **DSN S** 270^{US}, 274^{US}, 291^{IP}
- ◆ **ECON** 101, 102, 301, 302, 312, 320, 321^{US}, 355^{IP}, 370^{IP}, 376, 380, 385^{IP}, 401, 402, 455^{IP}, 480, 496^{IP}, 532*(*concurrent BS/MBA students only)
- ◆ **E E** 388^{IP}
- ◆ **ENT** 374^{IP}, 511^{IP}
- ◆ **ENV S** 101, 201, 334, 342^{IP}, 345^{IP}, 380, 382, 450^{IP}, 484
- ◆ **FCEDS** 379^{US}, 521^{IP}
- ◆ **FS HN** 342^{IP}, 463^{IP/US}, 496A/596A^{IP}
- ◆ **GERON** 377^{US}, 448^{US}, 463/563^{US}
- ◆ **HD FS** 102, 239^{US}, 276^{US}, 349^{US}, 360^{US}, 373, 377^{US}, 448^{US}, 463/563^{US}, 575^{IP}
- ◆ **HORT** 496^{IP}, 511^{IP}
- ◆ **HRI** 260^{IP}, 487/587^{IP}
- ◆ **INTST** 235^{IP}, 430^{IP}
- ◆ **JL MC** 474/574^{IP}, 476/576^{IP}
- ◆ **L A** 272^{US}, 274^{US}
- ◆ **LAS** 250^{IP}
- ◆ **LING** 309^{IP}
- ◆ **LSCM** 466^{IP}
- ◆ **M E** 484/584^{IP}
- ◆ **MGMT** 472^{US}
- ◆ **MICRO** 374^{IP}
- ◆ **MKT** 448^{IP}
- ◆ **PL P** 511^{IP}
- ◆ **POL S** - All except 101, 301, 430, 476 (Only Pol Sci 430 is humanity content- See Approved Humanities list) (**IP**-241, 251, 341, 342, 347, 349, 350, 385, 440, 452/552; **US**- 332, 345, 385)
- ◆ **PSYCH** 101, 230, 280, 310, 312, 313, 314, 315, 316, 346^{US}, 360, 381, 413, 450, 460, 488^{IP}
- ◆ **RELIG** 348, 377 (See Approved Humanities list for additional acceptable Religion courses)
- ◆ **SOC** - All except 110, 115, 302, 412, 460, 464
- ◆ **SP CM** 323^{US}
- ◆ **T C** 165^{US}, 342^{US}, 362^{IP}, 572^{IP}
- ◆ **T SC** 341, 342^{IP}, 474^{IP}, 574^{IP}
- ◆ **U ST** 160^{US}, 342^{IP}
- ◆ **W S** 203^{US}, 307^{US}, 321^{US}, 323^{US}, 327^{US}, 328^{US}, 346^{US}, 370F^{IP}, 370G^{IP}, 374^{IP}, 385^{US/IP}, 401, 444/544^{IP}, 450
- ◆ **WLC** 484/584^{IP}

Undergraduate Mechanical Engineering Students General Education Elective Options:

- Econ 101 OR 102
- 3 credits of **Social Sciences**
- 6 credits of **Humanities**
- 3 credits of **Social Sciences** or **Humanities**

3 of these credits must also satisfy the **International Perspective Requirements**

3 of these credits must also satisfy the **US Diversity Requirements**

No more than three 100-level SSH courses can apply to a degree in ME.

IP: **International Perspective**. For complete listing see <http://www.registrar.iastate.edu/courses/InternationalPerspectives-current.html>

US: **US Diversity** course. For complete listing see <http://www.registrar.iastate.edu/courses/USDiversity-current.html>

Approved Humanities - Mechanical Engineering Undergraduate Major

- ◆ **AF AM** 201^{US}, 334^{US}, 347^{US}, 348^{US}, 353^{US}, 354^{US}
- ◆ **AM IN** 210^{US}, 240^{US}, 310^{US}, 328^{US}, 342^{US}, 346^{US}
- ◆ **ANTHR** 257, 315^{US}, 321, 337^{IP}, 414
- ◆ **ARCH** 221^{IP}, 222^{IP}, 402^{IP}, 420^{US}, 422/522^{IP}, 423/523^{IP}, 424, 425, 426^{US}, 427/527^{IP}, 528A^{IP}, 528C^{US}, 576^{IP}
- ◆ **ART** 292^{US}
- ◆ **ART H** 280/281, 378, 382/582, 383, 384, 385, 394/594^{US}, 395/595^{US}, 481/581, 495/595^{IP/US}
- ◆ **ART ID** 463^{US}
- ◆ **CL ST** 273^{IP}, 275^{IP}, 353^{IP}, 372^{IP}, 373^{IP}, 374^{IP}, 376^{IP}
- ◆ **CM DIS** 286^{US}
- ◆ **DSN S** 181, 221^{IP}, 222^{IP}, 280/281^{IP}, 292^{US}, 382/582^{IP}, 394^{US}, 481/581^{IP}, 495/595^{US}
- ◆ **ECON** 312
- ◆ **ENGL** 201, 205, 240^{US}, 330, 335, 339, 340^{US}, 344^{US}, 345^{US}, 346^{US}, 347^{US}, 348^{US}, 349^{US}, 350, 353^{IP}, 354^{IP}, 358, 360, 362, 370^{IP}, 373, 374^{IP}, 375^{IP}, 376^{IP}, 378, 389^{IP}, 393, 395^{IP}, 420, 422^{US}, 440, 441, 450, 451, 452, 460
- ◆ **ENV S** 334, 384^{IP}
- ◆ Foreign Language^{Majority IP}: Accept all courses in **Arabic, Chinese, Czech, French, German, Greek, Italian, Latin, Polish, Portuguese, Russian, Serbo-Croatian, Spanish**, except grammar and composition in the student's native language(s), 491, 493, 496, and 497
- ◆ **HIST** - Accept all courses (**IP**-201, 202, 207, 245, 280, 281, 323, 336, 337, 338, 339, 341, 374, 376, 383, 389, 390, 420, 421, 422, 424, 425, 426, 474, 475; **US**-240, 345, 353, 354, 380, 386, 445, 473)
- ◆ **HD FS** 240^{US}
- ◆ **JL MC** 461, 462, 464, 477^{US}
- ◆ **LAS** 150^{US}, 211^{US/IP}, 325^{US}, 385^{IP}
- ◆ **LING** 286^{US}, 422^{US}
- ◆ **MAT E** 391^{US}
- ◆ **MATH** 489^{IP}
- ◆ **MUSIC** 102^{IP}, 302, 304, 383^{IP}, 384^{IP}, 471^{IP}, 472^{US}, 473, 475, 476
- ◆ **PHIL** - Accept all courses (**US**-235, 338)
- ◆ **POL S** 430
- ◆ **PSYCH** 401

- ◆ **RELIG** - All except Relig 348 and 377; (*Relig 348 & 377 are social science content- See Approved Social Science list*) (**IP**- 205, 233, 242, 323, 333, 335, 338, 340, 352, 353, 355, 356, 358, 372, 376, 384; **US**- 210, 328, 334, 336, 338, 342)
- ◆ **T C** 354^{IP}
- ◆ **THTRE** 393F^{IP}, 465, 466
- ◆ **W S** 201^{US}, 301^{IP}, 336^{US}, 338^{US}, 340^{US}, 342^{US}, 345^{US}, 350^{US}, 380^{US}, 386^{US}, 394/594^{US}, 422^{US}, 486^{US}

Courses that *require determination of SS or H status by the teaching department:*

- ◆ Honors (HON) Seminars approved by semester
- ◆ INTST 120, 220^{IP}, 320, 420^{IP}
- ◆ U ST 105^{US}, 106^{US}, 150^{US}, 205^{US}, 206^{US}, 290N/490N

Undergraduate Mechanical Engineering Students General Education Elective Options:

- Econ 101 OR 102
- 3 credits of **Social Sciences**
- 6 credits of **Humanities**
- 3 credits of **Social Sciences** or **Humanities**

*3 of these credits must also satisfy the **International Perspective Requirements***

*3 of these credits must also satisfy the **US Diversity Requirements***

No more than three 100-level SSH courses can apply to a degree in ME.

- IP**: **International Perspective**. For complete listing see <http://www.registrar.iastate.edu/courses/InternationalPerspectives-current.html>
- US**: **US Diversity** course. For complete listing see <http://www.registrar.iastate.edu/courses/USDiversity-current.html>

Dept. of Mechanical Engineering Approved Tech Electives Lists

The following courses have been determined by the Mechanical Engineering Department as approved technical electives.

M. E. Technical Elective Course Requirements:

- 1) At least 15 credits of technical electives
- 2) At least 3 credits of mechanical engineering design elective

Total of 18 credits of technical elective credits

**** 200-level prerequisite courses are also approved tech electives if:**

- a) taken **prior** to final course; and
- b) **credit is earned** in final course

Approved Technical Electives

DEPT.	COURSES
AER E	311, 311L, 321, 331, 340, 343, 343L, 351, 355, 361, 381, 411, 412, 421, 422, 423, 432, 441, 442,446, 451, 461,462, 464, 481
A E	342, 363, 403, 404, 408, 413, 421, 451,465, 469, 472, 473, 478, 480
AGRON	All 300-400 level courses EXCEPT 342, 410, 446,450,460, 492, 496A
AN S	All 300-400 level courses EXCEPT 311, 316, 475, 496A
ARCH	All 300-400 level courses EXCEPT 420,421,422,423,424,425,426,427, 431, 437, 471, 482, 486,489
ASTRO	All 300-400 level courses
BBMB	All 300-400 level courses
BIOE	All 300-400 level courses
BIOL	All 300-400 level courses EXCEPT 374, 394

B M S	All 300-400 level courses
CH E	325, 356, 357, 358, 381, 382, 406, 415, 421, 426, 430, 442
CHEM	All 300-400 level courses
C E	326, 332, 333, 334, 355, 360, 372, 382, 417, 420, 421, 428, 446, 447, 451, 453, 460, 473, 486
COM S	All 300-400 level courses EXCEPT 381
CON E	322, 340, 351, 380, 421, 441
CPR E	308, 310, 334, 381, 425, 426, 430, 434, 435, 454, 458, 465, 483, 485, 486, 489
ECON	308, 325, 332, 333, 334, 362, 371, 378, 416, 431, 457, 458, 490, 492
E E	303, 311, 324, 332, 408, 409, 414, 417, 421, 422, 423, 424, 432, 435, 438, 452, 455, 456, 457, 465, 475, 476
E M	327, 350, 362, 362L, 417, 424, 425, 444, 451
ENT	All 300-400 level courses EXCEPT 374
ENSCI	All 300-400 level courses
ENV S	324, 381, 404, 407, 460, 461, 480I
FS HN	All 300-400 level courses EXCEPT 340, 342, 403, 416, 448, 463, 466, 480, 496A
GEO L	All 300-400 level courses EXCEPT 481
HORT	All 300-400 level courses EXCEPT 340,341,342, 344,345,346, 347X, 391,424,433, 445, 496
IA LL	All 300-400 level courses EXCEPT 427L,435L,436L
I E	305, 312, 341, 348, 361, 375, 408, 409, 413, 419, 441, 448, 449, 471, 481, 483
MAT E	313, 315, 316, 318, 321, 322, 331, 332, 341, 342, 351, 362, 362L, 413, 414, 423, 424, 432, 433, 443, 444, 453, 454
MIS	All 300-400 level courses

ME	All ME 300-500 level courses EXCEPT ME core courses, ME 330, ME internship/co-op designations Students need to take at least one ME design elective: ME 415, 442, 486
MATH	All 300-400 level courses EXCEPT 497, 489
MICRO	All 300-400 level courses EXCEPT 374
MSE	Graduate courses only
MTEOR	452X/552X
MUSIC	346
NREM	All 300-400 level courses EXCEPT 310,460,465, 493
NS	320, 330
NUCE	401
OSCM	All 300-400 level courses
PHYS	All 300-400 level courses EXCEPT 302, 399
PLP	All 300-400 level courses
STAT	All 300-400 level courses EXCEPT 322,326,328, 330,404
TSM	All 300-400 level courses EXCEPT 301, 401, 443X

INDEPENDENT STUDY, ME 490

Independent study courses are variable credit courses (1-3 credits) that provide students and a mechanical engineering faculty member an opportunity to work together on a special project or topic area of which the student and the faculty member share an interest. Students must be a legitimate senior (4th year of engineering courses) to be eligible for an independent study course. **No more than 6 credits of ME 490 will be applied to the degree and no single ME 490 course can exceed 3 credits.**

Independent study IS NOT a means by which students can acquire course content of courses not being offered during a particular semester. For example, if a student wants to take ME 449, IC Engine Design, but will miss the proper sequencing of pre-requisite courses that would allow him or her to take ME 449, then the student SHOULD NOT approach the professor of ME 449 about teaching an independent study that would enable him or her to learn what would be missed by not taking ME 449.

Before the student agrees to complete the requirements of an independent study course, **the student must understand what the professor expects of him/her.** And, by the same token, the student must communicate his/her expectations of the course to the professor. For these reasons, an independent study form should be completed and signed by the student and the supervising professor. Once the form is signed by both the student and professor, the form then goes to the academic advisor; he or she will sign the form and forward it to the Mechanical Engineering Academic Standards Committee (MEASC). MEASC will review the content of the course and vote to either approve the course as a technical elective or recommend that the student and professor review the rigor and content of the course and resubmit for further review.

The student must understand, before agreeing to do an ME 490, how much time the supervising professor is willing to spend with the student on the topic or project. Independent study courses are not good choices for students seeking a structured learning environment. Independent study courses are not good choices for students who are not self-motivated and proactive or for students who require close supervision and direction. Independent study courses are, in part, designed to teach students how to become self-sufficient in solving and researching engineering problems. If the student is seriously considering advanced study of mechanical engineering as a graduate student, an independent study course will help to gauge how well the student might like graduate school.

The following sequence of steps should be followed to enroll in a ME 490 course:

1. Identify a supervising professor and discuss course content/project with him or her.
2. Complete an independent study form. Forms are available on the Kiewit Undergraduate Student Services Website under Advising Forms on the right hand side, **www.me.iastate.edu/students/advising/**.
3. Take the signed independent study form to the academic advisor. The advisor will acknowledge the student's plans to take an ME 490 course by signing the independent study form and will submit the form to the Mechanical Engineering Academic Standards Committee (MEASC) for approval as a technical elective.
4. Sign up for the independent study course after the course has been approved as an acceptable technical elective.

Every professor has a special section of ME 490 and an associated reference number for registration. Students can get the professor's section and reference number from the Kiewit Undergraduate Student Services Center or main office in 2025 Black Engineering.

ACADEMIC CAREER PLANNING

When students are planning their academic careers, they should be familiar with all requirements of the mechanical engineering degree. Students should also consider securing a co-op or internship and/or participating in study abroad. Students need to be aware when technical electives are offered and the prerequisites required to take those courses. In planning each semester, students should be aware that many courses in the mechanical engineering curriculum have accompanying labs and that the number of credits awarded for a course may not reflect the amount of time students are actually in class. For example, ME 270 is a 3 credit course. However, students will be in class for approximately seven contact hours each week.

Do not forget to use options such as repeating a course and using **designated repeat credits**. Each student is allowed 15 credits worth of classes that they may repeat and have the most current grade used instead of the previous grade. Talk with an advisor about judiciously using designated repeats. Also, carefully consider the consequences of dropping a course; dropping a single course can potentially change the remaining semester plans. For example, if a student is enrolled in EM 274, Math 166, and Phys 221, dropping Math 166 would mean the student would need to drop Phys 221 and EM 274; Phys 221 is a co-requisite with Math 166, and Phys 221 is a co-requisite with EM 274. An option would be to talk with the EM 274 and Phys 221 instructors about waiving the co-requisite requirements. If the instructor believes that it would be fine for the student to drop Math 166 and remain in his or her course, then the student would not be required to drop EM 274 and Phys 221. On the other hand, if the professor advises the student to drop the course—the student should heed the advice.

Transfer credit grades are used for Basic Program and Core GPA purposes only! Transfer grades do not make a difference to a student's Iowa State University cumulative GPA.

To compute the GPA go to the University Gradepoint Calculator located at:

www.iastate.edu/~registrar/gpa-calc/gpaCalculator.html

READING THE DEGREE AUDIT

A degree audit is a record of the progress a student has made toward completing the degree requirements. Degree audits are accessible to students at any time in AccessPlus. Students need to review the degree audit at least once each semester. Students should contact their advisor immediately if their audit is inaccurate.

Students should check several important pieces of information in the "header" of the audit: 1) **name and student ID** number may be found in the header, 2) **major, type of degree, program, and catalog**. Degree requirements can vary significantly with catalog; students need to make sure which catalog they are following:

Student Info Area of Degree Audit

Student Info: This is the first area on the degree audit. Pieces of information in this area include curriculum, classification, email address, date of entry, graduation date, total credits, cumulative GPA, number of drops, designated repeat credits, and advisor. If a student is going to graduate in the next academic year the graduation date is **very important**. Graduating seniors will receive their final audit the first week of classes in the term in which they will graduate. If the graduation date is wrong, students may not receive an audit in time to make necessary changes to it. Students can change or update the graduation date in AccessPlus under Student Information.

```
Student Info Curriculum M E
Classified as Junior      Entry type: Direct from HS
Email: advisingstudent@iastate.edu
Entered:   Fall 2012      Graduate Spring 2016
Total credits 68.50**      CUM GPA 2.77**
Total deficient quality points 0.00 Drops remaining 4
                        Academic Probation W
Designated repeat credits used 9.00**      Citizen
PNP credits earned: 0.00**
PNP crs in-progress: 0.00 **Not including in-progress courses
Advisor: OSGERBY KEVIN PAUL
                2043 BLACK ENGR
MIN MATH      MATHEMATICS MINOR (16.0 credits required)
```

***By the way, it is a myth that changing the graduation date will enable the student to register earlier. Registration start dates are determined by total projected credit hours only. Also it is a myth that an advisor can change a student's registration start date.*

Degree Requirements Area of Degree Audit

Degree Requirements: In Degree Requirements, students can see the number of credits required for the BSME, minimum GPA requirements, the number of credits applied to the BSME, and number of credits left to take. Note: this is a statement that only 65 credits may be applied from a two year institution. This is a University rule for any undergraduate degree program.

BACHELOR'S DEGREE IN THIS MAJOR REQUIRES
---129.5 CREDITS - Only 65.0 crs from a two year
institution may apply toward degree program
---2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE
---COMPLETION OF ALL REQUIREMENTS LISTED BELOW.

NO **-----TOTAL APPLIED CREDITS -----**
Appl'd 68.50 credits
IN-P... 15.00 credits
--> Needs 46.50 credits
 TOTAL TWO YEAR TRANSFER CREDITS
 MAXIMUM 65.0 crs. added to above Appl'd crs
 MAXIMUM 16.0 Career/Tech crs. added to above Appl'd crs
 4.00 credits added
 TOTAL ISU/FOUR YEAR COLLEGE CREDITS
 22.50 credits added
IN-P... 15.00 credits

International Perspective and U.S. Diversity Areas of Degree Audit

International Perspective (IP) and U.S. Diversity Requirements (US Div): Two requirements of all ISU undergraduate students are completing international perspective and U.S. diversity courses. The elective lists can be found at the websites listed in the area. Once a student has enrolled in one of these requirements, the course will show up in its respective area.

OK **INTERNATIONAL PERSPECTIVES MET (3.0 crs)**

Appl'd 3.00 credits
F 11 RELIG 205 3.00 A-

NO **U.S. DIVERSITY (3.0 crs)**

Complete 3.0 crs from U.S. Diversity list
<http://www.registrar.iastate.edu/courses/div-ip-guide.html>

English Proficiency Requirement Areas of Degree Audit

English Proficiency Requirement and Remaining Communication Courses Requirement: For a student to complete the English Proficiency Requirement, English 150 and English 250 need to be completed with a minimum grade at least a "C" and an "S" grade for Library 160. Iowa State University requires that students have at least 6 credits of English in order to graduate. The third English course requirement can include English 302, 309 or 314 or Sp Cm 212.

NO COMMUNICATION PROFICIENCY/LIB 160

Appl'd	6.50 credits	2 sub-groups	2.67 GPA
--> Needs		1 sub-group	
+ 1)	<i>ENGL 150 and 250 (6.0 crs, minimum grade C)</i>		
	S 12 ENGL 150	3.00 T	
	S 12 ENGL 250	3.00 B-	
+ 2)	<i>LIB 160 (.5 crs)</i>		
	S 12 LIB 160	0.50 S	
- 3)	<i>ENGL 314 (3.0 crs, minimum grade C)</i>		

General Education Electives Area of Degree Audit

General Education Electives: Students must complete 15 credits in accordance with the following guidelines:

- 3 credits in Econ 101 or Econ 102
- 3 credits in the social sciences
- 6 credits in the humanities
- 3 credits in either social sciences or humanities
- One 3-credit U.S. Diversity course
- One 3-credit International Perspective course
- No more than three 100-level courses

NO GENERAL EDUCATION ELECTIVES (15.0 crs)

(Only three courses may be at the 100 course level)

Appl'd	6.00 credits	1 sub-group	3.33 GPA
--> Needs	9.00 credits	3 sub-groups	
- 1)	<i>ECON 101 or 102 (3.0 crs)</i>		
+ 2)	<i>Complete 3.0 additional crs of social science electives</i>		
	F 11 PSYCH 101	3.00 B	
- 3)	<i>Complete 6.0 crs of humanities electives</i>		
	F 11 RELIG 205	3.00 A-	
- 4)	<i>Complete 3.0 additional credits from approved list</i>		

Basic Program Area of Degree Audit

Basic Program: 27.0 credits are required and a minimum cumulative GPA ≥ 2.0 . If all of the courses in the Basic Program are completed, but the student has fewer than 27.0 credits (transfer students), the student should visit with his/her advisor to learn how to make up any credit deficiency. Transfer grades will be included in Basic Program GPA.

NO BASIC PROGRAM (27.0 crs)
2.00 GPA REQUIRED (INCLUDING TRANSFER WORK)

Appl'd	17.00 credits	8 sub-groups	2.38 GPA
IN-P...	9.00 credits		
--> Needs		1 sub-group	
- 1)	CHEM 167 or 177 (4.0 crs)		
	F 09 CHEM 177	3.00 C T2	DMACCA : CHM 165
+ 2)	ENGL 150 (3.0 crs)		
	S 12 ENGL 150	3.00 T	
+ 3)	ENGL 250 (3.0 crs)		
	S 12 ENGL 250	3.00 B-	
+ 4)	ENGR 101 (R)		
	F 11 ENGR 101	0.00 S	
+ 5)	M E 160 (3.0 crs)		
	F 11 ENGR 160	3.00 C-	
+ 6)	LIB 160 (1.0 crs)		
	S 12 LIB 160	1.00 S	
+ 7)	MATH 165 (4.0 crs)		
	F 11 MATH 165	4.00 B	>N
+ 8)	MATH 166 (4.0 crs)		
	F 12 MATH 166	4.00 CUR	
+ 9)	PHYS 221 (5.0 crs)		
	F 12 PHYS 221	5.00 CUR	

Math & Physical Science Area of Degree Audit

Math and Physical Science: 20.0 credits. This area includes the Engr 170, Chem 167L and the sophomore-level non-engineering math and science courses which are Math 265, Math 267, Phys 222, and Stat 305.

NO MATH AND PHYSICAL SCIENCE (20.0 crs)

Appl'd	4.00 credits	2 sub-groups	3.33 GPA
--> Needs		4 sub-groups	
+ 1)	M E 170 (3.0 crs)		
	F 11 M E 170	3.00 B+	
+ 2)	CHEM 167L or CHEM 177L (1.0 cr)		
	F 09 CHEM 177L	1.00 C T2	DMACCA : CHM 165
- 3)	MATH 265 (4.0 crs)		
- 4)	(MATH 267) or (MATH 266 and 268) (4.0 crs)		
- 5)	PHYS 222 (5.0 crs)		
- 6)	STAT 305 (3.0 crs)		

Mechanical Engineering Core Area of Degree Audit

Mechanical Engineering Core: 50.0 credits. The Core is also considered the mechanical engineering student's major GPA. **Students must also earn at least a C average (cumulative GPA \geq 2.00) in the core classes.** If a student repeats a core class, assuming they have designated repeats credits left, the better grade will be used to calculate the student's core GPA. If the student does not have any designated repeat credits left, but chooses to retake a course, the two grades will be averaged to determine the student's core GPA. Students can see the how many designated repeat credits they have utilized under the "Student Info" area on the degree audit.

NO MECHANICAL ENGINEERING CORE (50.0 crs)
2.00 GPA REQUIRED (INCLUDING TRANSFER WORK)

Appl'd	2 sub-groups	
IN-P... 6.00 credits		
--> Needs	13 sub-groups	2.00 GPA
+ 1) E M 274 (3.0 crs)		
F 12 E M 274 3.00 CUR		
- 2) E M 324 (3.0 crs)		
- 3) E M 345 (3.0 crs)		
- 4) E E 442 (2.0 crs)		
- 5) E E 448 (2.0 crs)		
+ 6) MAT E 273 (3.0 crs)		
F 12 MAT E 273 3.00 CUR		
- 7) M E 270 (3.0 crs)		
- 8) M E 231 (3.0 crs)		
- 9) M E 324 (4.0 crs)		
- 10) M E 325 (3.0 crs)		
- 11) M E 332 (3.0 crs)		
- 12) M E 335 (4.0 crs)		
- 13) M E 370 (3.0 crs)		
- 14) M E 421 (4.0 crs)		
- 15) M E 436 (4.0 crs)		
- 16) Complete one senior capstone design course from M E 415, 442, 466, or 486 (3.0 crs)		

Other Remaining Courses Area of Degree Audit

Other Remaining Courses: 18 credits are required.

- **Requirement 1: English 302, 309 or 314 or Sp Cm 212**
- **Requirement 2: Technical Electives** requires 15 credits (generally 5 courses) from the ME Department approved technical electives list

NO OTHER REMAINING COURSES (18.0 crs)

--> Needs	2 sub-groups	
- 1) ENGL 314 (3.0 crs, minimum grade C)		
- 2) Complete 15.0 crs of Tech Electives from Department Approved List		

Required Seminar/Co-op/Internship Area of Degree Audit

Required Seminar/Co-op/Internship: This area on the degree audit includes ME 202, a required sophomore seminar. It would be easy to miss this graduation requirement because ME 202 is an "R" credit course and does not carry any credits. When checking the degree audit, students should make sure they have

completed ME 202; preferably during the sophomore year.

This area also includes all internship and co-op course designations if a student has ever been enrolled in ME 397, ME 298, ME 398, or ME 498. Internships/co-ops are not a requirement for the mechanical engineering degree, however many mechanical engineering students opt to take them. If the student has never had any of the previously mentioned work experiential designations, this "requirement" will show up on the audit as unfulfilled, which is okay since it is not a degree requirement.

IP REQUIRED SEMINAR/CO-OP/INTERNSHIP
Appl'd .00 credits 1 sub-group
+ 1) M E 202 (Required)
F 12 M E 202 0.00 CUR
2) Optional Co-op or Internship

Courses Not Applied Area of Degree Audit

Courses Not Applied: Checking this area is important. Sometimes a course that does apply to the degree will fall into the "C.N.A." area, especially experimental courses that are approved, but have not been added to the degree audit program system. Transfer students, especially, should look over the C.N.A. area carefully. Also, courses that the student was required to take but do not apply to the degree will show under C.N.A. Examples of such courses are Chem 155, Math 142, and M E 190.

COURSES NOT APPLIED TO DEGREE PROGRAM
****Reminder: Only 65.0 crs from a two year institution
may apply toward degree program which may include
up to 16.0 technical crs.**

Appl'd 2.00 credits
F 11 M E 190 1.00 S
S 12 M E 190 1.00 S
S 12 MATH 166 0.00 F

Disclaimer Area of Degree Audit

The degree audit is used by the Graduation Evaluator to see if the student meets specifications for graduation so accuracy at all times is essential. Students should see their advisor as soon as they become aware of any problems with their audit. Towards the end of the degree audit is a disclaimer that the audit is a relevant tool in helping students assess how their academic progress is going. However, students are responsible for making sure they are addressing all degree requirements accurately.

*****This is an advising tool.*****
This degree evaluation has been prepared to assist you in determining your academic progress at Iowa State University. While efforts have been made to ensure its accuracy, final responsibility for meeting graduation requirements resides with you.

The Office of the Registrar along with your major college/department will certify your successful completion of degree requirements.

GRADUATION REQUIREMENTS

Graduating seniors must file a graduation application with the Graduation office, 214 Enrollment Services Center **by the end of the semester prior to the graduation semester**. However, students may file one as early as the AccessPlus registration period of the semester preceding the graduation term. Additional graduation information can be found at the following web site:

www.registrar.iastate.edu/graduation/

Students should follow the following steps when planning for graduation:

1. Make sure that registration for the graduation term is complete and the date of graduation on the degree audit is correct.
2. Make sure the Department of Mechanical Engineering has certified that an adequate level of English proficiency has been met/
3. Make sure that the Iowa State cumulative grade point average and Mechanical Engineering Core grade point average are at least a 2.00.
 - If a student entered Iowa State University with a quality point deficiency, the student must have earned sufficient quality points above a 2.00 to offset that deficiency.
 - If a student has taken courses at other colleges or universities, the student must submit all transcripts from the other schools to the Iowa State University Office of Admissions.
4. Incompletes in all courses must be resolved **prior to midterm** of the semester of graduation.
5. The final 32 credits must be taken at Iowa State University.
6. Resolve any outstanding financial obligations to the University.

Go through the following graduation checklist **one semester prior** to graduation term.

- ✓ The graduation date on the degree audit is accurate (if not, see an advisor).
- ✓ The degree audit is accurate, and sufficient credits in each area have been earned to insure graduation (if a student is short credits in any area of the degree audit, talk with an advisor immediately).
- ✓ An advisor has certified English proficiency.
- ✓ Graduation Application has been submitted to the Registrar's office.
- ✓ Plan to complete the Fundamentals of Engineering (F.E.) exam application and mail it prior to the exam application deadline (applications are available in the Advising Center or online at: www.ncees.org/Exams/States/IA.php).
- ✓ All outstanding financial aid obligations have been resolved (i.e., parking tickets, library fines, tuition and fees).

Part 5: Precautions

ACADEMIC PROBATION

Academic probation is a warning signifying that a student's grades are below an acceptable level. In fact, probation is an enrollment status for students who are not making satisfactory progress towards graduation.

Once a student is placed on academic probation, that student must show improvement to remain enrolled at ISU. How much improvement and in how much time the improvement must be seen depends upon a student's classification. If a student fails to show academic progress, he or she will be dismissed from the University. ***The first time a student is dismissed, he or she must remain out of school at least one semester. If a student is dismissed more than once, the student will not be allowed to enroll for at least one full year.*** Students are not guaranteed reinstatement; the College of Engineering Academic Standards Committee will consider the student's petition and proposed program of study, and, based on these, will decide whether to permit the student to enroll in classes.

Contrary to popular belief, being placed on probation, or being dismissed because of probation, is not a punishment. It is the university's way of telling a student that things are not working out at the moment and if nothing changes, the probability for continued failure is high. Probation is an opportunity for students to identify the factors that are contributing to poor academic performance. If a student is unable to identify the factors that are causing poor academic performance, the University will give that student the needed time to address each of the problems that is keeping him/her from meeting their academic goals.

Therefore, students that are placed on probation are advised to think about their situation carefully and work with their academic advisors to analyze their options and develop an academic plan to help them find a way out of probation.

More detailed information about ISU's Academic Probation Policies can be found at:
<http://catalog.iastate.edu/academiclife/#academicprogress>

Students should also take advantage of the various resources available to them which are outlined in the "Student Resources" section of this handbook. Also, students who find themselves placed on Academic Warning or Probation must complete the ***Academic Intervention Self-Assessment form***. This tool can be located at: **www.dso.iastate.edu/asc/ai/students/**.

How does ISU determine if a student should be placed on academic warning or academic probation?

Academic Warning Status

While a warning (W) is the least severe of the negative academic actions, it serves as a reminder that future semesters below 2.00 may result in more serious consequences. In fact, a student on warning whose subsequent term GPA is below a 2.00 will be placed on probation (P) the following term. Students who receive an academic warning are required to work in consultation with their academic advisor or the Academic Success Center to develop a plan for academic improvement. A student who is subject to both academic warning and academic probation will be placed on academic probation. The academic warning is not part of the student's permanent academic record.

Students will receive an academic warning (W) at the end of any fall or spring semester when they earn a GPA of 1.00 – 1.99 for that semester. At the end of the next semester of enrollment, one of the following actions will be taken for students on academic warning status:

- Students will be placed on academic probation if they earn less than a 2.00 GPA for the next fall or spring semester, OR
- They will be removed from warning status if they earn at least a 2.00 semester GPA for the next fall or spring semester and are not subject to academic probation based on cumulative GPA (over 75 credits).

Academic Probation Status

Academic probation is an indication of very serious academic difficulty which may result in dismissal from the university. Students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both. Students who are placed on academic probation are required to work with their academic advisor and possibly the Academic Success Center to develop a plan for academic improvement. Academic probation status is not a part of the student's permanent academic record.

Students will be placed on academic probation (P) at the end of a semester/term for either of the following two reasons:

1. Semester GPA: Students who earn less than a 1.00 at the end of any fall or spring semester, or less than a 2.00 two consecutive semesters, will be placed on academic probation. Students will not be placed on academic probation at the end of the summer term due to summer term GPA only.
2. Cumulative GPA: Students with 75 or more credits attempted or earned, whichever is greater, will be placed on academic probation at the end of any fall or spring semester or summer term when their cumulative GPA is less than 2.00. Students with 75 or more credits attempted or earned who have a transfer GPA < 2.00 will be placed on academic probation at the end of any fall or spring semester or summer term when their combined transfer/ISU cumulative GPA is less than 2.00.

At the end of the next fall or spring semester of enrollment, one of the following actions will be taken for students on academic probation status:

- Students will be academically dismissed if they fail to earn at least a 2.00 semester GPA, OR
- They will continue on academic probation if they earn at least a 2.00 semester GPA, but are subject to continued academic probation based on their cumulative GPA (over 75 credits), OR
- They will be removed from probation if they earn at least a 2.00 semester GPA and are not subject to continued academic probation based on their cumulative GPA (over 75 credits).

What happens after a student is dismissed?

Students who are dismissed can petition to have the decision reconsidered. However, in the absence of extenuating circumstances, chances of the dismissal being reversed are highly unlikely. Petitions for having the academic dismissal decision reconsidered must be made to the College of Engineering Academic Standards Committee. These petitions are placed through a student's academic advisor. Petitions must include a written statement from the student, a plan of study for the next two semesters, and a letter from an academic advisor.

If the academic dismissal decision is not reversed, or if the student chooses not to request reconsideration of the decision, the student will be considered for reinstatement only after at least one academic semester has elapsed. The procedure for reinstatement consideration is the same as that for having the academic dismissal decision reconsidered.

For more information on academic probation, academic dismissal, and reinstatement procedures please refer to the University Catalog, <http://catalog.iastate.edu/>. For reinstatement forms and information regarding deadlines, students can contact their academic advisor or go to: www.engineering.iastate.edu/student-services/academic-standards/

Part 6: Information for Faculty

ENROLLMENT VALIDATION

To validate enrollment in a class, students must attend either the first or second class meeting of the semester. If a student attends either or both of the first two class meetings, then that student's enrollment is said to be "validated." Professors have the option of offering registered places in a course to other students when registered students fail to validate their enrollment. A student who has not validated enrollment may be advised by the professor to initiate a drop. If the student does not proceed as advised, the professor of the course has the prerogative of issuing an "F" grade to the student.

Enrollment validation is particularly important for courses with long waiting lists.

PERSISTENT STUDENT ABSENCE

If a student is persistently absent, the advisor, if notified by the instructor, will attempt to contact the student and make the student aware of the professor's concerns. Additionally, the student will be advised to contact the professor to discuss absences and missed assignments.

If a student attends either or both of the first two class periods of the semester, and is absent for the remainder of the term, an "F" grade will be issued to the student. If a student is enrolled in a course but never attends it (i.e., never validates his or her enrollment), the student may petition the College to have the course retroactively dropped. In this instance, "not attending" should be noted for a midterm grade.

ENFORCEMENT OF PRE-REQUISITES

The Kiewit Undergraduate Student Services Center makes every attempt to check that students meet course pre-requisites. However, when students wish to take a course without meeting prescribed pre-requisites these students must visit with the instructor of the course and acquire that instructor's verbal approval prior to registering. If a student is enrolled in a course and does not meet course pre-requisites and the professor does not wish for the student to remain enrolled, then the student should be advised by the instructor to initiate a drop. Although most students will proceed as advised, if a student refuses to drop, the instructor has the right to issue an "F" grade to that student. Instructors are not required to grade the offending student's course work or even acknowledge that the student is enrolled in the course.

Course pre-requisites should be announced on the first day of class and/or spelled out on a syllabus.

AUDITS

Auditing a course means that a student is enrolled without receiving credit for the course. The instructor of the course approves the audit request. Students are assessed fees as though they are taking the course for credit, but the audited course does not count in determining full-time student status. However, an audited course does count towards the maximum allowable credits per semester. Students may not audit a course after the 10th day of classes.

STUDENTS WITH DISABILITIES

Students desiring accommodations because of a documented learning or psychological disability must have been diagnosed as having that disability by a physician completed within the last five years for a learning disability, the last six months for psychiatric disabilities, or the last three years for ADHD and all other disabilities. After the student's disability has been diagnosed, the student must contact the Student Disability Resources Office, 1076 Student Services Building, if he/she requests academic accommodation. Documentation of the disability is required. The Disability Resources Office will provide the student with a Student Academic Accommodation Request (SAAR) form. The request form spells out the specific accommodation that is being requested of the instructor. The student is responsible for requesting services, meeting with the instructor, completing and returning the form.

It is the student's responsibilities to:

- 1) Self-identify and disclose by contacting Student Disability Resources staff.
- 2) Provide up-to-date and complete documentation of disability to Student Disability Resources staff.
- 3) Meet with Student Disabilities Resources staff to identify reasonable accommodations.
- 4) Complete Student Academic Accommodation Request (SAAR) form(s).
- 5) Return signed SAAR form(s) to Student Disabilities Resources Office.
- 6) Abide by student code of conduct set by the University.
- 7) Maintain academic standards set by the college.

Please refer to the following web page for resources:

<http://www.dso.iastate.edu/dr>

For further information or elaboration, contact:

Student Disability Resources
Dean of Students Office
1076 Student Services Building
Ames, IA 50011
Phone: 515-294-7220
Email: disabilityresources@iastate.edu