May 5, 2010
From: Mechanical Engineering Department Chair
To: Mechanical Engineering Students, Faculty and Staff
Subj: Department Policy Number 01 – Undergraduate Program Handbook

Enclosures
1. Acceptance of Mechanical Engineering Department Policies
2. Petition for Waiver of Academic Requirements and Standards
3. Petition to graduate
5. Request for Incomplete Grade
6. Record of Alleged Academic Dishonesty

Background

The purpose of this policy is to define the policies of the Department of Mechanical Engineering and the requirements for graduation. Students and Faculty should familiarize themselves with the contents contained. All students are required to read this policy and sign enclosure (1).

Mission Statement: The Mechanical Engineering Department at UMass Dartmouth offers two degrees, a Bachelor of Science in Mechanical Engineering and a Master of Science in Mechanical Engineering. The program provides service to meet the needs of students, industry, government, and society. The program offers excellence, access, and value through a strong commitment to teaching, scholarship, outreach, and professionalism.

Program Educational Objectives
• To educate students in the principles that underlie ever developing technologies and applications related to mechanical engineering design, manufacturing, and energy systems.
• To prepare students in several areas of concentration to meet the diverse employment opportunities in Mechanical Engineering.
• To prepare students to be aware of the societal, economic, ethical, and political context in which engineering is done.

Program Outcomes – UMass Dartmouth Mechanical Engineering graduates will have:
• an ability to apply knowledge of mathematics, science, and engineering;
• an ability to design and conduct experiments, as well as to analyze and interpret data;
• an ability to design a system, component, or process to meet desired needs including experience in designing and building a project and ability in the area of manufacturing;
• an ability to function on multi-disciplinary teams including an ability to work collaboratively and a broad interdisciplinary knowledge;
• an ability to identify, formulate, and solve engineering problems;
• an understanding of professional and ethical responsibility;
• an ability to communicate effectively including with written, graphical, oral and electronic communication;
• the broad education necessary to understand the impact of engineering solutions in a global/societal context including understanding cultural, political, and economic issues;
• a recognition of the need and an ability to engage in life-long learning including being an independent learner and working in industry and/or furthering their education in graduate schools, not only in engineering but also in business, law, or medicine, depending on their future interests;
• a knowledge of contemporary issues;
• an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice including computers and instrumentation.

**Recommendations for Student Success:**

Mechanical engineering is a rewarding but challenging profession. Success requires self-discipline, hard work and good management skills throughout the undergraduate career. In addition to your instructor and advisor, there are a number of resources available at the University. To help you, we offer you several practical suggestions based on past students’ success stories.

- Attend every class and arrive on time.
- Keep up with the course material.
- Study every day and frequently review. As thumb rule, you should study two to three hours outside of class for every hour you spend in class.
- Engage in class actively with your teacher’s value-added questions.
- Visit your professor during office hours for any technical assistance you may need in the relevant course.
- Complete and thoroughly understand every homework assignment.
- Present each homework assignment neatly, which will facilitate your review process for exams.
- Visit the Math Center (LARTS-010), Science & Engineering Center (SENG-217B), and Writing & Reading Center (LARTS-220A) for one-on-one tutoring in most subjects, tutoring in small groups, exam review, and other academic support.

**Student Responsibilities**

**Class Attendance:** While not all professors will take attendance, students are expected to attend every class sessions unless excused by the professor. Planned absences and travel arrangements that require a student to miss a class should only be made after consulting with the professor. Exams may only be made up with the concurrence of the professor with a valid documented excuse. Students who miss a class are responsible for all material and announcements made during the class that they missed. In accordance with University policy, student that have religious reasons to miss a class day must notify the professor, in writing, during the first week of class.

**Student Effort:** Mechanical Engineering is a demanding major and students should understand that to be successful he will require a substantial investment in time and effort. In general, students should plan on studying a minimum of two to three hours for every hour of class time. To be effective, this minimum effort must be maintained consistently throughout the semester.
Email: Email is an official means of communication at the University. Students are responsible for any announcements or assignments sent via email and required to check their UMassD email account on a daily basis.

Academic Planning: Students are expected to plan their academic progress and maintain a record of their academic progress to include all approve petitions and exceptions.

Classroom Atmosphere: An appropriate academic atmosphere in the classroom is essential to promote effective education. While learning should be enjoyable, it is important that the appropriate decorum be maintained. Food and drink are specifically prohibited in all laboratories. In the classrooms, the food and drink may be allowed with the discretion of the instructor, provided that they are not a distraction.

Advising: The advising process is essential to the success of the student, both in ensuring that the student successfully meets the academic requirements necessary for timely graduation, and providing the student with career advice to help them after graduation. Students must meet with their advisor prior to registration each term and should also meet with him/her when they are having academic difficulty. Students that fail to meet with their advisor during the appropriate registration period risk being unable to select required courses and may be forced to register during the drop/add period.

Academic Requirements

Degree requirements: Students are required to meet the degree requirements that were in effect during the year in which they started.

Course Repeats: The University of Massachusetts Dartmouth catalog specifies that course repeats may only be taken with permission of the instructor of the course and the chair of the department. In the Department of Mechanical Engineering, in order to obtain this permission, a student must request permission using Enclosure (2). Except under extenuating circumstances, permission to repeat a course will not be given in the case of elective courses, and students will only be given permission to repeat a course one time. Students will only be allowed permission to repeat courses at other institutions if there is a legitimate reason why the course cannot be taken at UMassD. Effectively, this requirement means that students who fail to complete a required course after two attempts will be subject to removal from the program based on a review by the chair in consultation with the course professor and advisor. Courses taken at other institutions, do not remove a UMassD grade from the grade point average and count toward the maximum of two attempts for a course.

Residence: In order to obtain an undergraduate degree from the University of Massachusetts Dartmouth, students are required to have a minimum of 45 hours in residence on the campus and at least 30 credits of specialized courses in the 300 level or higher.

Degree Time Limits: To be issued.
Grade Point Average: Students are expected to maintain an overall and in-major GPA of at least 2.0. Students who fail to maintain the required GPA will not be allowed to graduate. The in-major GPA is calculated by averaging (Note – transfer credits are excluded):

- All MNE courses
- MTH, EGR, ECE courses above the 1xx level
- All courses used as technical electives

Incomplete Grades: In accordance with University Policy, “Incomplete” grades may only be given in exceptional circumstances at the instructor’s discretion and at the request of the student. The request must be made no more than 48 hours after the final examination or the last course. An incomplete is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. Students are required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on Enclosure (4) – Request for Incomplete Grade. If approved, students one year from the date the mark of "I" is recorded to complete the course and should not reregister or pay fees to complete the course. The grade for courses not completed within one year will be automatically changed to a failing grade "F" on the transcript.

Graduate electives: With permission of the instructor, students with a 2.8 GPA may take graduate courses to meet the requirements of the undergraduate curriculum. The department will allow any student that has taken a graduate course as an undergraduate to apply that course towards a Masters degree in Mechanical Engineering, provided that the student earns a minimum of B in the course and that the student identifies the course and their intent to apply it towards their Master degree prior to receiving their undergraduate degree. Under these circumstances the course may count towards both the graduate and undergraduate degrees.

Course Substitutions:
Substitutions in the curriculum must ultimately be approved by the Chair and the Associate Dean for Academic Affairs.

Independent Study: Independent study courses (MNE 495) are used to allow students to pursue study interests not normally offered in the curriculum and may replace the requirements of a technical elective. Independent study must be approved by the instructor, the Chairperson and the College Dean. Students may use a maximum of three credit hours of independent study for the purposes of fulfilling degree requirements.

Directed Study: Directed Study (MNE 296, 396 and 496) is used to fill topics normally covered in regular course, but not currently being offered. In general, directed study will only be offered to students who are unable to complete a normally offered course as the result of scheduling conflicts control and changes in academic program requirements beyond their. Directed Study courses must be approved by the Instructor, the Chairperson and the College Dean.

General Education Requirements: Most of the General Educations requirements are met using courses required in the curriculum. The students are required to select three “cultural” electives, one “diversity” elective and students in the program before the 2010 catalog must select one “global awareness” elective. Care should be given to ensuring that the requirements are properly met. Some courses can be used in more than one category; but no course can be used more than once.
Certification for graduation: Prior to advising for the final term, students are required to submit a petition to graduate using Enclosure (3)

BS/MS Program

The Department of Mechanical Engineering offers a 5 year BS/MS program for highly-qualified students. Further details may be found at http://www.umassd.edu/engineering/coe/graduate/bsms_mne.cfm.

Engineering Societies

The department and the university offer a wide variety of activities through the student organizations. In order for a student to be eligible for leadership positions in these co-curricular organizations, non-Continuing Education students shall be enrolled full time (at least 12 hours) and Continuing Education students shall be enrolled at equivalent full-time levels for their specific programs. Participation in intercollegiate athletics is also governed by enrollment status conditions. Further, the officers shall have a minimum cumulative GPA of 2.00 and not have been on academic probation for the most recently completed term prior to the term of election.

Departmental Honors Program

Under Development

Laboratory safety

For the safety of the student and equipment, laboratory safety is taken very seriously.

1. Required safety equipment and operating procedures will be explained at the beginning of each lab. Students are required comply with all safety and operating procedures.
2. Students should familiarize themselves with the locations of emergency equipment and emergency exits.
3. Clothing appropriate with working in an industrial environment should be worn.
   a. Required personal protective equipment (PPE) will be outlined before the start of the lab.
   b. When safety glasses are required, students must provide their own OSHA approved safety glasses.
   c. Closed toe shoes are required for all laboratories.
   d. No loose fitting clothing or jewelry is to be worn around rotating machinery.
   e. Long hair will be tied back around rotating machinery.
4. Material Safety Data Sheets (MSDS) will be reviewed (when required) before the start of each lab. Students may request copies of MSDS.
5. Food and drinks are not allowed in labs (including the computer lab).
6. Horseplay is forbidden and will result in disciplinary action.
7. If defective equipment is discovered when performing lab experiments, report the situation to the Professor or Teaching Assistant.
8. Anyone who willingly damages lab equipment will be asked to leave the lab and not allowed to make up the lab. Additionally the student may be required to reimburse the university for the damage.
Admission to the program

Students will only be admitted to the program via a change of major at the discretion of the chair based on their academic record. In general a strong demonstrated proficiency in math and science is required to change majors to mechanical engineering.

Academic Misconduct

Disciplinary record: Incidents of academic dishonesty will be documented on Enclosure (4) and forwarded to the Department Chair and the College Dean. Depending on the seriousness of the violation, the student may be penalized in the course up to failure of the course. In addition, the student may be referred to the Student Judiciary for further disciplinary actions. The Associate Dean maintains a file of alleged academic misconduct and may take further disciplinary action based on a demonstrated pattern.

Use of Plagiarism Detection Services: Students should be aware that any assignment, at the sole discretion of the instructor, may be checked for plagiarism using an online detection service. Instructors have the option so submit either individual suspicious papers or all papers from a class.

Areas of Concentration

Design
Energy
Manufacturing
Business Minor

Acceptance of this Policy:

All mechanical engineering students must read the requirements of this policy and indicate their familiarity with it by signing Enclosure (1). Permission to register for courses will be withheld unless Enclosure (1) is on file.
Enclosure (1) – Acceptance of Mechanical Engineering Department Policies

All undergraduate Mechanical Engineering Students are required to read Mechanical Engineering Department Policy Number 1 and to sign this enclosure accepting its conditions.

Student Name (Print): ___________________________________ Student ID: __________________

Carefully read Policy Number 1 and then certify the following:

• I certify that I have been provided with a copy of Mechanical Engineering Department Policy Number 1. I also certify that I have read it thoroughly and agree to be bound by its conditions.

• I understand the department’s academic standards and that a failure to meet these academic standards (including in major GPA and repeated course failures) may result in my removal from the program.

• I understand that unless I have a legitimate excuse I am required to attend every class and that if I must miss a class, I am responsible for all material that I missed. I understand that it is my responsibility to provide each instructor a written list of any religious holidays that will require my absence within the first week of class.

• I understand university policy on academic dishonesty and that the consequences of violation potentially include failure and dismissal from the university. I further understand that the instructor has the right to submit my work to the turnitin data base for evaluation. I understand that a record of alleged academic dishonesty will be maintained by the Associate Dean of the College of Engineering and that a pattern of misbehavior will be referred to the University for disciplinary action.

• I understand that I am required to check my UMassD email account daily (excepting weekends and holidays) and that I am responsible for its content.

• I understand that laboratory and shop equipment may be dangerous. I understand that horseplay, food and, drinks are strictly prohibited in laboratories. I understand that I must dress appropriately for the every laboratory and that I should wear appropriate protective equipment. I understand that I shall not operate any equipment with which I have not familiarized myself.

Signed:

Signature/Date _________________________________________/__________
Enclosure (2) – Petition for Waiver of Academic Requirements and Standards

From (Student): ______________________________  Student ID __________________________
To: Faculty, Department of Mechanical Engineering, University of Massachusetts Dartmouth
Catalog Year ________  Current GPA________________

Purpose of Petition (Check One):

☐ Course Substitution (Specify in the remarks)
☐ Prerequisites Waiver
☐ Special Topics to Satisfy Required Course
☐ Substitute Graduate Course as Undergraduate Technical Elective
☐ Out of Department Technical Elective
☐ Repeat a course (Note: approval will not normally be given to repeat a course more than once)
☐ Enroll in senior design prior to senior year
☐ Other (Specify in the remarks)

Remarks:

Submitted (Student):
Sign/ Date __________________________/ _________

Advisor:
Recommended ☐  Not Recommended ☐
Sign/ Date __________________________/ _________

Chair:
Approved ☐  Disapproved ☐  Forwarded ☐  Recommended ☐  Not Recommended ☐
Sign/ Date __________________________/ _________

Dean (If Applicable):
Approved ☐  Disapproved ☐
Sign/ Date __________________________/ _________
Enclosure (3) – Petition to graduate

From (Student): ___________________________ Student ID ___________________________
To: Faculty, Department of Mechanical Engineering, University of Massachusetts Dartmouth

I, ___________________________, hereby petition for graduation for the ________ semester of the ______
academic year.

Catalog Year ________

Instructions:
1. This form shall be completed prior to advising for the student’s last semester.
2. Attach a copy of your unofficial transcript, including all transfer credits.
3. Attach and complete the appropriate Academic requirements summary from Enclosure (4).
4. Calculate your in-major GPA (must be \( \geq 2.0 \)). (Use only courses completed at UMassD. Include all MNE
courses, all technical electives, all MTH, EGR and ECE above 1xx level)
5. List any course substitutions below:

In-major GPA ____________

Approved course substitutions*:

<table>
<thead>
<tr>
<th>Mechanical Engineering Requirement</th>
<th>Substitution Course</th>
<th>Remarks</th>
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<tbody>
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* Attach a additional sheet if necessary.

Remarks:

Submitted: ____________________________
Student: ____________________________
Sign/ Date ____________________________/ ________

Advisor: ____________________________
Recommended [ ] Not Recommended [ ]
Sign/ Date ____________________________/ ________

Chair: ____________________________
Approved [ ] Disapproved [ ]
Sign/ Date ____________________________/ ________

Final Certification:

Chair: ____________________________
Approved [ ] Disapproved [ ]
Sign/ Date ____________________________/ ________
<table>
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<tr>
<th>Requirement</th>
<th>Term*</th>
<th>Alternate Courses</th>
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<tbody>
<tr>
<td>Cultural Elective</td>
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<tr>
<td>Cultural Elective</td>
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<tr>
<td>Cultural Elective</td>
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<tr>
<td>Diversity Elective</td>
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<tr>
<td>CHM 152</td>
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<tr>
<td>CHM 153</td>
<td>CHM 151 and CHM 161</td>
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<tr>
<td>CHM 162</td>
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<tr>
<td>CIS 115</td>
<td>MNE 102/CIS 261/ ECE 160</td>
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<td>ECE 211</td>
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<td>ECE 212</td>
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<td>ECE 251</td>
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<tr>
<td>EGR 101</td>
<td>EGR 108</td>
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<td>EGR 102</td>
<td>EGR 105</td>
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<td>EGR 131</td>
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<td>EGR 241</td>
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<td>EGR 242</td>
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<tr>
<td>EGR 301</td>
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<tr>
<td>EGR 303</td>
<td>Any Area G elective if taken before requirement</td>
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<tr>
<td>ENL 101</td>
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<td>ENL 102</td>
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<td>ENL 266</td>
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<td>MNE 220</td>
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<td>MNE 231</td>
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<tr>
<td>MNE 252 (4 hours)</td>
<td>MNE 252 (3), MNE 292 (1) and MNE 201 (0.5)</td>
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<tr>
<td>MNE 332 (4 hours)</td>
<td>MNE 332 (3) and MNE 306 (0.5)</td>
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<tr>
<td>MNE 345 (4 hours)</td>
<td>MNE 345 (3) and MNE 355 (1)</td>
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<td>MNE 381</td>
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<td>MNE 411</td>
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<td>MNE 421</td>
<td>MNE 321 and MNE 304</td>
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<td>MNE 466</td>
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<td>MNE 491</td>
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<td>MNE 497</td>
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<td>MNE 498</td>
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<tr>
<td>Tech Elective 1</td>
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<td>Tech Elective 2</td>
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<td>Tech Elective 3</td>
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<td>MTH 113</td>
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<td>MTH 212</td>
<td>MNE 212</td>
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<td>MTH 213</td>
<td>MTH 211</td>
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<tr>
<td>PHY 111</td>
<td>PHY 113</td>
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<tr>
<td>PHY 112</td>
<td>PHY 114</td>
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* Indicate the term completed. For Courses that have not been completed, indicate the term of anticipated completion.
Enclosure (5) – Request for Incomplete Grade

The grade of “I” (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student’s control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one calendar year from the date the mark of “I” is recorded to complete the course. Refer to the current Catalog for further details.

To be completed by the student and filed with the instructor at the time an “incomplete” grade is requested

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Student I.D. No.</th>
<th>Major</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address (No., Street, Apt.)</td>
<td>City, State, Zip</td>
<td>E-mail</td>
<td>Phone</td>
</tr>
<tr>
<td>Course Prefix and No.</td>
<td>Title</td>
<td>Class No.</td>
<td>Semester Year</td>
</tr>
</tbody>
</table>

Reason For Request

I Expect to Be Incomplete In the Following:

<table>
<thead>
<tr>
<th>Proposed Completion Date</th>
<th>Student Signature</th>
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</thead>
</table>

**TO BE COMPLETED BY THE INSTRUCTOR.** Be explicit in the event that unexpected circumstances prevent you from processing the Change of Grade by the agreed date.

Student Must complete The Following Work:

<table>
<thead>
<tr>
<th>Grade Earned To Date</th>
<th>Grade To Be Awarded If Work Not Completed</th>
<th>Date Work To Be Completed And In Possession Of Instructor</th>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s Signature</td>
<td>Department Chair’s Signature</td>
<td>Date</td>
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</tr>
</tbody>
</table>


Enclosure (6) – Record of Alleged Academic Dishonesty

Student name____________________________ ID number __________________________________
Date of Alleged Infraction________________
Brief Description of Alleged Infraction(Attach any relevant evidence such as examinations or papers):

Penalty Administered:

Student Comments (Including whether the student intends to appeal the penalty administered):

Instructor: 
Sign/ Date _________________________/ __________

Student: 
Sign/ Date _________________________/ _______

Chair:       
Sign/ Date _________________________/ _______

Associate Dean for Academic Affairs: 
Sign/ Date _________________________/ _______
