

Instructions

ME 499 Undergraduate Special Problems and ME 699 or 890 Graduate Special Problems

- ME 499/699/890 are special problems/independent study courses that can range from one to four credit hours depending on the course topic (four being the maximum allowed for both undergraduate programs).
- Students interested in participating in a special problems course must first discuss this option with a faculty member of their choice (adjunct professors are insufficient for this requirement unless accompanied by a full-time faculty member). The faculty member and student must agree on a project before further steps are taken.
- Students must fill out two items prior to enrolling in the course
 - Green registration slip (picked up at Office of Registrar or 209 RC)
 - Special problems course form (picked up in 209 RC or printed off website)
- The special problems course form is necessary to structure an agreement between the student and the faculty member, and it must provide a thorough description of the project and method of evaluation.
- All forms must be completed in their entirety. This includes course sections and CRNs. The appropriate section and CRN can be found on Wings Express/Look Up Classes under ME 499/699/890. Each faculty member has four sections of ME 499/699/890, each corresponding to a specific number of credit hours.
- After the forms are filled out, it is the student's responsibility to obtain the faculty's signature(s). If the project involves an adjunct professor or someone outside the department, the student must also obtain permission from a full-time faculty member within the department. Once completed, both forms along with any attached documents should be submitted to the department office for review.
- The Chair will then review the proposed project. If accepted, the green registration slip will be sent over to the Office of the Registrar to complete the registration process. Within a few days, the student should be registered for the appropriate ME 499/699/890 section. If any further information is required, the student will be contacted via email.
- All forms must be submitted to the department office prior to the start of the intending quarter.
- At the start of the quarter, the student should begin work on their assigned project. The student will be required to, at the discretion of the faculty member, meet regularly to discuss progress.

ME 899 MS Thesis

- Students must fill out two items prior to enrolling in the course
 - Green registration slip (picked up at Office of Registrar or 209 RC)
 - Special problems course form (picked up in 209 RC or printed off website)
- The green registration slip must be completed every quarter
- The Special problems course form need only be completed once, unless the project changes. This form will be kept on file for department use only.

Please consult your academic advisor for any questions regarding the above.

ME 499 Undergraduate Special Problems
ME 699 Graduate Special Problems
ME 890 Graduate Special Problems
ME 899 MS Thesis



Please Note: Only one initial contract is required for thesis or dissertation approval.

Student _____ **UID** _____ **Major** _____

Course _____ **Section(s)** _____ **Cr Hrs** _____ **Qtr** _____ **Yr** _____

IMPORTANT: A maximum of four (4) special problems credit hours may be applied to the B.S.ME / B.S.MSE degree. A maximum of five (5) special problems credit hours may be applied to the M.S.ME / M.S.MSE degree.

Description _____

Method of Evaluation _____

A final written report must be submitted to the Department to be kept on file. You will not receive a grade until the Department has received the report. **Date of receipt:** _____

Student Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Department Approval _____ **Date** _____
(Chair or Assistant Chair)