



## MEIE Department Handbook

This handbook is designed to help students and faculty understand departmental policies in the Mechanical & Industrial Engineering Department, but does not replace the Texas A&M University-Kingsville Student catalogs, student handbooks, any College of Engineering Handbook, or the TAMUK Faculty Handbook.

### **Rights of Students**

Students have all the rights listed in the TAMUK student handbook.

They have the right to be treated reasonably and fairly by faculty, staff, and other students.

“Students’ academic rights include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing.” – Student

Students are responsible for the timely completion of their degree. If they do not pass courses, gain admission to programs, complete required paperwork, or meet other requirements, they should not expect to complete their degree.

### **Undergraduate Students**

Undergraduate students who are listed as PPEN, but desire to take MEEN undergraduate courses must bring their overall GPA up to 2.5 within 1 year, or change their major.

Undergraduate students, who are listed as PPEN, are not allowed to take any 3000 or 4000-level MEEN courses.

Undergraduate students, who are listed as PPEN are not allowed to graduate with a BS in Mechanical Engineering, or receive any of the minors offered by the MEIE Department.

All undergraduate students under a particular year's curriculum/catalog, can follow the pre-requisites for any following curriculum or catalog, provided a notation is made in the student's degree analysis plan by their advisor, and an email is sent to the chair and secretary, to be placed in their folder.

All undergraduate students must ensure that they are following a curriculum/catalog that is current for the time period in which they entered the ME program (Typically the current Fall curriculum for those who entered in the fall. Those who entered in the Spring semester must follow the previous Fall's curriculum/catalog or later.). Exceptions and changes must be made through submission and approval of a change of major form.

All students who are placed on Enforced Withdrawal should plan to sit out a semester. Students placed on Enforced Withdrawal the second time, or for more than one semester, will be dropped from the Mechanical Engineering Program

### **Graduate Students**

Graduate or undergraduate students conducting research, pursuing a thesis, or project, under the direction of faculty at any level, have a responsibility to meet regularly with that person, and receive feedback on their efforts, and determine the direction of future efforts.

graduate work.” *(In other words the grad student is put on ‘CoGS Acad Suspension’ if they don’t bring their grades up).*

- **“Reinstatement** - The graduate student who is dismissed for any reason may request reinstatement through the graduate dean. The student will be screened by the graduate dean in consultation with the graduate coordinator and program adviser from the academic area in which the student desired to study.” *(In practice, the ME or the IE Graduate coordinator and the MEIE Department Chair discuss and decide whether to submit a request to the graduate dean for reinstatement after Academic Suspension.)*
- **“Satisfactory Rate of Progress** - A graduate student must exhibit a normal and reasonable rate of scholastic progress. If, in the opinion of the student's committee and the graduate dean, the student has made an unsatisfactory rate of progress, the student may be dismissed from a specific program, even with a grade record that falls within guidelines.” *(For Course-Only graduate students, the MEIE Department will consider the corresponding graduate coordinator and the department chair as the student’s committee)*

No IE or ME graduate student that is on “Academic Suspension” will be allowed to continue in those programs.

For ALL New MEIE graduate students after the end of the Spring 2016 semester:

- a. No IE or ME graduate student will be allowed to graduate with an F from any course in their major, even if it is not on their final degree plan.
- b. Graduate students will not be allowed to change their final degree plan, except by written petition for rare cases,

no more than 1 repeated undergraduate course, Undergraduate GPA above 3.0/4.0, M