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## Student Services

### *MyCUInfo:*

If you have not already done so, please get your PIN number from the Registrar's office. You will need this number to access MyCuInfo: <https://mycuinfo.colorado.edu>

You can use MyCUInfo for the following:

- Account balances
- Class schedules
- Computing accounts and passwords
- Financial Aid
- Semester Grades
- Course registration
- View required textbooks
- Update your address
- Change your PIN
- Health Insurance
- Unofficial transcript
- E-Mail

## E-mail and Computing

### *E-mail*

Email contains the latest department and university information. University policy requires that all official email be sent to your colorado.edu email account.

To set up an e-mail account, go to <http://www.colorado.edu/its/accounts/index.html>. You will need your student identification number and the PIN that was sent to you in your Invitation to Register. If you need help, please contact the ITS Service Center by calling 303-735-HELP or email [help@Colorado.Edu](mailto:help@Colorado.Edu)

### *Graduate Student E-mail List*

You are required to subscribe to the graduate student email list immediately. Send an e-mail to [listproc@lists.colorado.edu](mailto:listproc@lists.colorado.edu). Leave the subject line blank and the single line in the body type: **subscribe mcen-grads first name last name**. The list is for department-related use only and may be utilized by all graduate students. Information regarding job opportunities, seminars, deadlines and classes is distributed through this list.

### *CU Learn*

<https://culearn.colorado.edu>

Each instructor uses this tool differently. Widely used functions include:

Discussion board

Grades

Email utility

Homework submission

### *Computer Labs*

Windows and Macintosh computers are located in ECCR 252, and throughout the Engineering Center and campus. Lab locations are available at: <http://webdata.colorado.edu/labs/map/>

## *Student ID/Bus Pass*

The Buff One Card serves as your student ID, bus pass, library card, recreation center card, and more. You can obtain one in Willard Hall, Room 182. The online express application form is available at: <https://services.jsatech.com/textpage.php?cid=59&pageid=244&menulevel=F>

### **Important Contact Information**

<p><b>Sharon Anderson</b> <i>Graduate Advisor</i> Office: ECME 112B, 303-492-7444 E-mail: Sharon.E.Anderson@Colorado.Edu Can help with: advising, course registration, degree requirements, CCure Access, grad offices, graduation paperwork, etc.</p>	<p><b>Dan Fitzstephens</b> <i>Accounting Services</i> Office: ME 105, 303-492-5808 E-mail: Fitzstephens@Colorado.Edu Can help with: purchasing, obtaining A-card</p>
<p><b>Vicki Bain</b> <i>Accounting Services</i> Office: ECME 112C, 303-492-7202 E-mail: BainV@Colorado.Edu Can help with: payroll issues, McGuckin &amp; Air Gas purchases, interdepartmental invoices (IN), reimbursements.</p>	<p><b>Patti Siegfried</b> <i>Assistant to Chair</i> Office: ECME 114, 303-735-6262 E-mail: Patti.Siegfried@Colorado.Edu Can help with: ordering supplies, scheduling conference rooms, mailing services, CCure Access, ordering keys for labs, etc.</p>
<p><b>Professor Shelly Miller</b> <i>Graduate Chair</i> Office: ECME 222, 303-492-0587 E-mail: Shelly.Miller@Colorado.Edu</p>	<p><b>Mark Czajkowski &amp; Jim Cezo</b> <i>Graduate Committee Student Liaisons</i> E-mail: Mark.Czajkowski@Colorado.Edu James.Cezo@Colorado.Edu Can help with: issues that students would like brought to the graduate committee.</p>
<p><b>Jill Cooper</b> <i>Lead Teaching Assistant</i> E-mail: Jill.Cooper@Colorado.Edu Can help with: TA issues.</p>	<p><b>Greg Potts</b> <i>Lab Coordinator</i> Office: ECME 1B62, 303-492-7646 E-mail: Greg.Potts@Colorado.Edu Can help with: property disposal, machine shop</p>

### **Important Places**

Campus Map:	<a href="http://www.colorado.edu/campusmap/">http://www.colorado.edu/campusmap/</a>
Student Center (UMC):	Cafeteria, Campus Bookstore, Buffalo Chip (the computer store)
Bookstores:	Campus Bookstore - at the UMC Colorado Bookstore - on the Hill Boulder Bookstore - on Pearl Street (non-technical books)
Engineering Center:	Room Numbers – ECME stands for Engineering Center Mechanical Engineering ECCR stands for Engineering Center Class Room ECOT stands for Engineering Center Office Tower ECNT stands for Engineering Center North Tower Celestial Seasonings - In the front lobby, serves coffee, tea, etc.
Libraries:	Engineering Library - Right next door in the Math Building Norlin Library - Main Campus Library Online Database - <a href="http://libraries.colorado.edu">http://libraries.colorado.edu</a>

## **Important Campus Resources**

### ***Mechanical Engineering Department***

**Main Website:** <http://www.colorado.edu/mechanical/programs/graduate/index.html>

<http://www.colorado.edu/mechanical/programs/graduate/resources/index.html>

Information on courses and descriptions, schedule of classes, the Graduate Student Handbook, etc.

**Faculty information:** <http://www.colorado.edu/mechanical/people/index.html>

### ***Mechanical Engineering Graduate Student Handbook:***

<http://www.colorado.edu/mechanical/programs/graduate/resources/handbook.html>

Contains information on:

- Mechanical Engineering Degree Requirements
  - Master of Science
  - Master of Engineering
  - Doctoral Degree
- Course Requirements
- Track Curricula

**Graduate School Website:** <http://www.colorado.edu/GraduateSchool>

Contains information on:

- Graduate School Rules and Regulations – **\*\*You are responsible for knowing the rules.** ([http://www.colorado.edu/GraduateSchool/policies/\\_docs/GraduateSchoolRules.pdf](http://www.colorado.edu/GraduateSchool/policies/_docs/GraduateSchoolRules.pdf))
- Commonly Used Forms (many forms are available in Graduate Advisor's office)
- Thesis/Dissertation Information <http://www.colorado.edu/GraduateSchool/academics/>
- Graduate School Calendar

**General questions** or questions regarding procedures, deadlines, transfer of credits, petitions, go through the Graduate Advisor first. The graduate advisor is your liaison with the Graduate School and the department.

**Ralphie's Guide:** <http://studentlife.colorado.edu>

Ralphie's Guide to Student Life is one of the most comprehensive sources of information about the University of Colorado at Boulder. You can look up the information you need by category and by a traditional alphabetical list.

**Office of the Registrar:** <http://registrar.colorado.edu/index.html>

For information on: registration information and deadlines, address changes, grading and enrollment information, residency and tuition classification, and the time-out program.

**The Bursar's Office:** <http://www.colorado.edu/bursar/>

For information on: tuition and bill information, student loans and debt management.

**Wardenburg Health Center:** <http://healthcenter.colorado.edu>

Provides information on student health insurance options and coverage details. You will be charged for CU health insurance unless you waive it.

### ***Other Useful Links:***

CU Resources: <http://www.colorado.edu/education/students/organizations/SAGE/resources.htm/>

International Student and Scholar Services: <http://www.colorado.edu/OIE/iss/index.html>

Financial Aid: <http://www.colorado.edu/finaid/>

Recreation Center: <http://www.colorado.edu/rec-center/index.html>

United Government of Graduate Students: <http://uggs.colorado.edu/>

## **Graduate Committee**

Policies for the ME graduate program are determined by the Graduate Committee. The Committee is composed of the Graduate Chair, a group of faculty, the Graduate Advisor, and Graduate Student Liaison(s). The committee meets weekly. Check with the Graduate Advisor for the schedule. If you have any problems with the ME program, speak either to the Graduate Advisor, the Graduate Liaison or any of the committee members and it will be discussed in the next meeting.

## **Course Requirements and Petitions**

Information on curriculum requirements is located in the Graduate Handbook, <http://www.colorado.edu/mechanical/programs/graduate/resources/handbook.html>

In limited circumstances course requirements may be waived, or course substitutions approved, after following the petition process. This process requires you to fill out a petition outlining the request, the reasons for the request, why the request should be granted, and must be endorsed by your faculty advisor. The petition should be routed through Sharon Anderson, Graduate Advisor, for processing. The Graduate Committee reviews all petitions on a timely basis.

### **Petitions to the Graduate Committee:**

- Any preliminary exam, comprehensive exams or final defense petitions will go the Graduate Committee first for recommendation to the faculty. If the Graduate Committee votes no, it does not go to faculty.
- In order to contest preliminary exam results the student must write a petition with his/her advisors endorsement. The advisor must then go to the faculty (in meeting or e-mail) and request a vote.
- Graduate Advisor will be the recipient of the votes and tally the votes.
- A quorum must be reached in order to validate results. If no quorum is reached then the petition is denied. A denied petition is not qualified for another petition with similar intent.
- All other petitions (course requests, course waivers, etc.) go to Graduate Committee for discussion and final approval.

## **Graduate Student Offices**

All teaching assistants and research assistants are entitled to a desk in one of the three graduate-student offices. Please see the Graduate Advisor, Sharon Anderson, when you arrive. All graduate students may get Buff One Card access to the building by signing up at the dean's office front desk.

## **Lab Access**

***Certain lab access*** / use is provided upon completion of a "Safety Class". The lab technician provides classes for the M.E. Department. If specific training is needed, EHS will provide classes upon request; contact the building proctor at 303-492-4392.

**Hazardous Materials Training** is required for lab work that will involve chemicals, etc. Classes are offered at the beginning of the semester at the Environmental Health and Safety Center, 1000 Regent Drive - 303-492-6025.

**Lab Access Codes** - Lab Access Keys, obtain access codes from professors and access keys with authorization from a professor by providing Patti Siegfried the lab # and \$5.00, pick up key at Folsom Stadium, Gate 8.

### ***Integrated Teaching and Learning Lab (ITLL)***

For ITLL access, go to ITLL wing / building, sign-up and take the tour and sign the contract, this allows equipment checkout (w/professor's signature), access to the scanner, access to the machine shop (after taking a safety short course), etc.

### ***Durning Lab***

The M.E. Department has a machine shop in the basement below room 102 ECME, which is headed up by the lab technician. To use the equipment one must be previously trained. One may also provide the lab technician with the equipment requirements / drawings, budget account number, and schedule and have him perform the work.

## **Copy, Fax, Phone and Mailing Information**

### ***Mailroom Access***

Open from 8am - 5pm, Monday through Friday during the school year. The mailroom includes a copy machine, fax machine, paper cutter, three-hole punch, and other office supplies.

### ***Copier***

Copier Code number - this is a project specific code. You will need to obtain this code from a Professor. Let the department accountant, Vicki Bain, know the project account number and she will provide you with a code. Please do NOT share your copy code with other students.

### ***Mailboxes***

Graduate students are provided with a mailbox on the right hand wall of the mailroom. Please check your mail often for items that cannot be e-mailed to you.

### ***Phone Calls***

#### **On-Campus dialing On-Campus number:**

Dial the last 5 digits of the number (ie. 303-492-7444 would be 2-7444)

#### **On-Campus dialing Off-Campus number:**

Dial 8 plus the phone number (ie. 303-938-0101 would be 8-303-938-0101)

**Long Distance Phone Code** - A project specific code, obtain from Professor or provide Patti Siegfried the project account number and she will put the paperwork in for a new code. Instructions for using this code to send long distance FAXes can be found on the FAX machine.

## **Establishing In-state Residency**

If you are an out-of-state domestic student, take immediate action to gain residency. Instructions on how to do this are at [http://registrar.colorado.edu/students/tuition\\_classification.html](http://registrar.colorado.edu/students/tuition_classification.html). It takes exactly one year to gain residency and your status may affect the possibility of future funding opportunities. Students should plan to complete the residency petition in their second semester.

## **Housing**

The Off-Campus Housing Office: <http://www.colorado.edu/OCSS/>

Department of Housing: <http://housing.colorado.edu/>

Housing Helpers: <http://www.housinghelpers.com>

Real Estate & Rental Listings: <http://boulder.kaango.com/feListAds/categoryID/775>

## **Safety Practices**

The Engineering Dean asks that all students follow the safety practices in the Engineering Center. When you are asked to evacuate the building you must do so immediately. Do not attempt to reenter until told. Failure to comply is a violation of Student Conduct Code 11(d) and may subject you to disciplinary action by the Office of Judicial Affairs.

## **International Students**

### ***International Student & Scholar Services (ISSS):***

<http://www.colorado.edu/oie/iss>

International students must present their passport and visa to this office upon arrival (Located in the basement of the Environmental Design Building).

### ***Social Security Numbers:***

Social Security, Suite 101

4949 Pearl East Circle

(800) 772-1213

<http://www.socialsecurity.gov/pubs/10181.html>

## **Boulder**

If you enjoy the outdoors, Boulder is an extremely fun place to live <http://www.ci.boulder.co.us/>

The following websites are also great resources:

Boulder Business Directory and Entertainment Information: <http://www.boulder.com/>

Bus Information: <http://www.rtd-denver.com>

Denver International Airport Information: <http://www.flydenver.com/>

Rock Climbing in Boulder: <http://www.mountainproject.com/?cnredirect=Colorado>

Hiking Trails in Boulder: <http://www.osmp.org>

Bicycling in Colorado: <http://bicyclecolo.org/>

### ***U.S. Post Offices:***

14th & Walnut or 55th & Valmont

<http://www.usps.com>

***Banking Options:\****

Elevations Credit Union: branch in the UMC and ATM's across campus

<https://www.elevationscu.com>

\*You must have a SSN in order to bank at Elevations.

Wells Fargo: branch at 1242 Pearl St  
(303) 442-0351

Chase: branch at 2500 Arapahoe  
(303) 245-6620

***Grocery Stores:***

King Soopers: 30th & Arapahoe

Wild Oats: Baseline & Broadway

Safeway: 2798 Arapahoe (Folsom and Arapahoe)

Sunflower Market: 2525 Arapahoe (Folsom and Arapahoe, next to McGuckin Hardware)

***Buses and Parking:***

**RTD** runs bus routes all over Boulder and is free with your CU Buff One card.

See <http://www.rtd-denver.com> for schedules and route maps.

**Parking** permits are required for all students in campus lots. Visit the parking and transportation services website to obtain a permit, <http://www.colorado.edu/pts/store/students/index.html>.

# Current Graduate Student Frequently Asked Questions

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## Independent Study

### **Q: How do I register for Independent Study?**

A: Independent Study agreement forms are available in the Graduate Advising office. Each student wishing to complete an independent study course must complete the independent study agreement form and submit it to the graduate advisor during the drop/add period so that he/she can be registered. Independent Study requests go to the graduate committee first for approval.

Independent study credits are “controlled enrollment” credits so students cannot register themselves. Please do not request an independent study be added in the middle of a semester.

The course number for MS candidates is MCEN 5848. Independent study course work **cannot exceed 25 percent** of the course work required for the master’s degree. The independent study course number for Ph.D. candidates is MCEN 6848. Further information about independent study course work is on the second page of the independent study agreement form.

## Thesis/Dissertation Hours

### **Q: How do I register for Thesis/Dissertation credits?**

MS Students:

A: Students who wish to write a master’s thesis must register for 6 credits of master’s thesis credit. Although not a strict requirement, students typically enroll for 3 master’s thesis credits each semester over a two-semester period. The course number is MCEN 6959; however, master’s thesis credit is controlled enrollment credit so students cannot register themselves. Contact the graduate advisor for registration during the drop/add period.

**Note:** Master’s thesis credits cannot be applied toward the Ph.D. program.

PhD Students:

A: Students should contact the graduate advisor to register for Ph.D. dissertation credits during the drop/add period. The course number is MCEN 8999; however, dissertation credit is controlled enrollment credit so students cannot register themselves. Please make an appointment with the graduate advisor to discuss a timeline for dissertation hours.

**Q: How many Ph.D. dissertation credits should I register for?**

A: The number of dissertation credits for which a student should enroll largely depends on their progress in the program. Please make an appointment with the graduate advisor to discuss a timeline for dissertation hours. To complete the requirements for the Ph.D. a student must register for a minimum of 30 dissertation credit hours. Distribution of those hours is as follows:

- a student may not register for more than 10 dissertation credit hours in any one semester, including summer.
- not more than 10 credit hours taken in semesters prior to the semester in which the comprehensive examination is passed may be counted in the 30 dissertation hours required for the degree.
- not more than 10 dissertation hours of credit taken the semester in which the comprehensive examination is passed may be included in the 30 credit hours required for the degree.

Continuous registration. A student must register for a minimum of five dissertation hours in the fall and spring semesters of each year, beginning with the semester following the passing of the comprehensive exam and extending through the semester in which the dissertation is successfully defended (final examination).

More information is available in the Graduate School Rules,

<http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>, p. 21.

## **Full-Time Status**

**Q: I need to be registered as a full-time student. What is considered full-time?**

A: There are two sets of rules defining full-time.

1. The first set of rules is imposed by the Graduate School. In order to be considered a full-time student under the Graduate School criteria, you must be enrolled in:

For MS Students:

- 1 hour master's thesis OR
- 5 hours of graduate level coursework OR
- 8 hours of graduate and undergraduate coursework combined OR
- 12 hours of undergraduate coursework OR
- 1-3 hours of Master's Candidate for Degree.

For PhD Students:

- 1 hour dissertation OR
- 5 hours of graduate level coursework OR
- 8 hours of graduate and undergraduate coursework combined OR
- 12 hours of undergraduate coursework OR
- 5 dissertation hours (post-comp PhDs)

2. The second set of rules is imposed by the federal government for federal financial aid purposes.

Full-time: A graduate student who is enrolled in at least nine semesters hours\* in a fall, spring or summer term.

Half-time: A graduate student who is enrolled in at least four semester hours\* in a fall, spring or summer term.

\*excludes Masters Candidate for Degree courses; they cannot be included in the semester hour calculation for financial aid eligibility and/or loan deferment.

Full-time	Half-time	Less than Half-time
Eligible for Aid	Eligible for Aid	Ineligible for Aid
Eligible for Loan Deferment	Eligible for Loan Deferment	Ineligible for Loan Deferment

## Auditing/Dropping/Course Repetition

### Q: How do I audit a course?

Degree seeking students cannot audit courses.

### Q: How do I drop a course after the drop deadlines?

In order to petition the Dean to drop a class after the final drop deadline has passed, you are required to demonstrate and provide documentation showing that there were extenuating circumstances beyond your control (such as illness, injury, a death in your family, etc.) that occurred after the drop deadline that prevented you from attending/participating the course for which you were registered.

### Q: How do I get a grade of "incomplete" in a course?

To receive a grade of "I" Incomplete you must receive the consent of the instructor and be able to demonstrate that for documented reasons beyond your control, you have been unable to complete course requirements in the semester enrolled.

### Q: How do I repeat a course?

On March 5, 2009, the Boulder Faculty Assembly voted to eliminate the Course Repetition program on the Boulder Campus. Students will be able to repeat courses under the course repetition program only through the summer semester of 2010. Beginning in the fall of 2010, all grades will be included in grade point calculations, including courses which are repeated.

## Comprehensive Exam (PhD's only)

### Q: I am ready to take my comprehensive exam. What is the process? (PhD students only)

A: Forms. Students who are taking their comprehensive exams should complete the *Candidacy Application for an Advanced Degree* and *Doctoral Examination Report* forms available on the Graduate School website, <http://www.colorado.edu/GraduateSchool/academics/index.html>. Copies of these forms are also available in the Graduate Advisor's office. Both forms should be completed at least two weeks in advance of the comprehensive exam so that all signatures can be collected and they can be forwarded to the Graduate School for approval.

Coursework. Students should have completed all 42 of their required coursework hours, or those hours should be pending in the semester in which they take the comprehensive exam. Students cannot not be admitted into candidacy until they have fulfilled the coursework requirements.

Exam Committee. Each comprehensive exam committee is comprised of 5 members. More information about the comprehensive exam committee is available in the Graduate School Rules, <http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>, p. 18. Each committee member must have a regular or special faculty appointment.

Faculty Appointments. Each committee member must have a faculty appointment on file with the Graduate School. Contact the Graduate Advisor to verify that the necessary appointments are in place as soon as you form your committee. It takes 2-4 weeks to process a faculty appointment. Committee members who do not have established appointments should submit their most recent curriculum vitae to the Graduate Advisor as soon as possible.

## Graduation Process

### **Q: I am graduating with my master's degree. What is the process?**

A: Students who wish to graduate must complete the appropriate paperwork at least one week before the deadlines posted on the Graduate School website. Masters graduation deadlines are available at, [http://www.colorado.edu/GraduateSchool/academics/master\\_graduation\\_packet\\_thesis.html](http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html)

Forms are located on the Graduate School website, <http://www.colorado.edu/GraduateSchool/academics/index.html> and in the Graduate Advisor's Office.

- Masters, Thesis Option. Masters students who are completing a thesis should complete the *Candidacy Application for an Advanced Degree, Master's Examination Report, Diploma Card, and Final Grade Card* before the posted deadlines so that departmental signatures can be collected and the masters committee can be approved by the Graduate School. The *Candidacy Application* and *Diploma Card* should be submitted at least two weeks before the posted deadline; the *Master's Exam* form must be submitted to the Graduate Advisor at least two weeks before the thesis exam defense so that the master's thesis committee can be approved by the Graduate School. Each committee member must have a regular or special faculty appointment.
- Faculty Appointments. Each committee member must have a faculty appointment on file with the Graduate School. Contact the Graduate Advisor to verify that the necessary appointments are in place as soon as you form your committee. It takes 2-4 weeks to process a faculty appointment. Committee members who do not have established appointments should submit their most recent curriculum vitae to the Graduate Advisor as soon as possible. Additional information about master's thesis committees is available in the Graduate School Rules, <http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>, p. 17.

Although the Candidacy Application and Masters Exam forms are available on the Graduate School website, <http://www.colorado.edu/GraduateSchool/academics/index.html>; the Diploma Card and Final Grade Card are not available electronically. These forms can be picked up in the Graduate Advisor's Office. Additional information about graduating with a master's thesis is available at, [http://www.colorado.edu/GraduateSchool/academics/master\\_graduation\\_packet\\_thesis.html](http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html)

- Masters, Non Thesis Option. Masters students who are not completing a thesis should complete the *Candidacy Application for an Advanced Degree, Degree Plan Approval Form, and Diploma Card* at least one week before the posted deadline so that departmental signatures can be collected. The *Candidacy Application* and *Degree Plan Approval* forms are available on the Graduate School website, <http://www.colorado.edu/GraduateSchool/academics/index.html>; however, the *Diploma Card* is not available electronically. This form can be picked up in the Graduate Advisor's Office.  
Additional information: [http://www.colorado.edu/GraduateSchool/academics/master\\_graduation\\_packet\\_non\\_thesis.html](http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_non_thesis.html)
- BS/MS – Concurrent degree students should complete the forms and processes described above for masters with thesis and masters, non-thesis option. In addition, BS/MS candidates must complete two supplemental forms: *Concurrent Bachelor's Master's Degree Program Supplement to the Application for Admission to Candidacy*, and *Concurrent Bachelor's/Master's Certificate of Completion of the Requirements for the Bachelor's Degree*. Both supplemental forms are available on the Graduate School website, <http://www.colorado.edu/GraduateSchool/academics/index.html> or in the Graduate Advisor's Office.

**Q: I am not able to defend my master's thesis by the defense date and I don't want to register for more credits. What can I do?**

A: Masters students must be registered on the Boulder campus as a regular degree-seeking student during the semester the examination is passed. Students who are unable to meet the defense deadline may defend at any point up to the **day before the next semester courses begin** and the defense will be considered as passed during that semester. For example, if a student is unable to meet the spring defense date but passes his/her defense before the start of summer classes, it is considered a spring defense. The student will not graduate in spring and should follow the summer deadlines.

**Q: I am a graduating with a Ph.D. What is the process?**

A: Students who wish to graduate with their PhD must meet the appropriate deadlines as posted on the Graduate School website. Doctoral graduation deadlines: [http://www.colorado.edu/GraduateSchool/academics/doctoral\\_graduation\\_packet.html](http://www.colorado.edu/GraduateSchool/academics/doctoral_graduation_packet.html)

The *Doctoral Examination Report* and *Leaflet* forms must be submitted to the Graduate Advisor at least two weeks before the final dissertation exam so that the dissertation committee can be approved.

Faculty Appointments. Each committee member must have a faculty appointment on file with the Graduate School. Contact the Graduate Advisor to verify that the necessary appointments are in place as soon as you form your committee. It takes 2-4 weeks to process a faculty appointment. Committee members who do not have established appointments should submit their most recent curriculum vitae to the Graduate Advisor as soon as possible. Note: the outside member of a Ph.D. final dissertation committee MUST have a regular or tenured graduate faculty appointment.

Additional information about Ph.D. dissertation committees is available in the Graduate School Rules, <http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>, pp. 18-19.

In addition to the *Doctoral Examination Report* and *Leaflet* forms, graduating PhD candidates must complete the *Diploma Card* and *Final Grade Card*, available in the Graduate Advisor's Office.

If for some reason, a student is unable to graduate, a *Diploma Card* must be resubmitted in the following semester by the posted graduation deadline.

**Q: I am not able to defend my dissertation by the defense date and I don't want to register for more credits. What can I do?**

A: PhD students must be registered as full time, regular degree-seeking students at CU-Boulder, for a minimum of 5 dissertation hours during the semester in which they pass the final exam. Students who are unable to meet the defense deadline may defend at any point up to the **day before the next semester courses begin** and the defense will be considered as passed during that semester. For example, if a student is unable to meet the spring defense date but passes his/her defense before the start of summer classes, it is considered a spring defense. The student will not graduate in spring and should follow the summer deadlines.

## Petitions

**Q: I am unable to meet a curriculum requirement or wish to waive a requirement. Is there a petition process?**

A: Students who wish to waive a curriculum requirement or substitute a course should submit a petition to the Graduate Committee. This petition form is available on the MCEN grad website, or from the graduate advisor. Your petition should contain the reason(s) for your request, i.e. what action you are requesting the Graduate Committee to take, and include detailed information about why the request should be approved. Supplementary materials such as course descriptions or syllabi may also be included. All petitions should be routed through the Graduate Advisor.

## Transferring Credits

**Q: I have taken graduate level courses from another engineering program. Are any of these courses transferable?**

A: Generally speaking, graduate level courses that have not been used toward a bachelor's degree, and in which grades of B or better are earned, are eligible for transfer into the MS or PhD programs. A maximum of 9 credits can be transferred to the MS program, and a maximum of 21 credits can be transferred to the PhD program.

Students should complete the *Request for Transfer of Credit* form, <http://www.colorado.edu/GraduateSchool/academics/index.html>. An official transcript must be included with your request to transfer credit. An official transcript may be in your student file. Check with the Graduate Advisor before requesting another. The *Transfer of Credit* form should be routed through the Graduate Advisor so that departmental signatures can be collected.