MECHANICAL ENGINEERING: RESEARCH, M.S.

This is a named option in the Mechanical Engineering M.S. (http://guide.wisc.edu/graduate/mechanical-engineering/mechanical-engineering-ms/)

The Department of Mechanical Engineering offers a Master of Science (M.S.) Mechanical Engineering degree with a named option in Research. The M.S. Mechanical Engineering: Research degree program takes approximately two years to complete. This program has a significant research component giving students valuable hands-on research experience with mentoring by faculty in the Department of Mechanical Engineering.

All students are mentored by the world-class faculty in the mechanical engineering department at UW–Madison. For a list of mechanical engineering faculty along with faculty research interests, please visit our faculty directory (https://directory.engr.wisc.edu/display.php?faculty/?page=me&search=faculty). For more information on research areas see our page on research in Mechanical Engineering (https://www.engr.wisc.edu/department/mechanical-engineering/research-in-mechanical-engineering/).

ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>December 15</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>December 15</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Required.*</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of Recommendation Required</td>
<td>3</td>
</tr>
</tbody>
</table>

*Due to COVID-19, GRE scores will not be required for applications to Mechanical Engineering graduate programs for admission to the Spring 2023, Summer 2023, and Fall 2023 terms.

APPLICATION REQUIREMENTS and PROCESS

Degree: Most applicants have a Bachelor of Science in Mechanical Engineering. Students with a Bachelor of Science in other engineering or physical and natural science disciplines will be considered for admission. International applicants must have a degree comparable to a regionally accredited U.S. bachelor's degree.

GPA: The Department of Mechanical Engineering prefers a 3.2/4.0 GPA. The minimum GPA to be reviewed by the admission committee is 3.0/4.0.

GRE: The GRE requirement is waived for applications to the Spring 2023, Summer 2023, and Fall 2023 terms. Any scores submitted will not be reviewed.

Advisor selection process: Applicants are required to seek out and secure their own faculty advisor. International students must complete this process as part of the application process, before an offer of admission may be granted. To seek out a faculty advisor please review the department Research (https://www.engr.wisc.edu/department/mechanical-engineering/research-in-mechanical-engineering/) and People (https://directory.engr.wisc.edu/me/faculty/) websites. Only those faculty listed with titles of Assistant Professor, Associate Professor, or Professor, can serve as graduate advisors. Do not contact Emeritus faculty, Lecturers, Research Scientists, or Faculty Associates. You are encouraged to inquire about possible funding opportunities. If a faculty member offers to be your advisor, ask them to email their acceptance to megradadmission@engr.wisc.edu.

Each application must include the following:

- Graduate School Application (https://grad.wisc.edu/apply/)
- Academic transcripts
- Statement of purpose
- Resume/CV
- Three letters of recommendation
- English Proficiency Score (if required)
- Application Fee

All applicants must satisfy requirements that are set forth by the Graduate School (https://grad.wisc.edu/). Upon acceptance, students without Mechanical Engineering Bachelor of Science degrees may be required to complete one or more courses in addition to degree requirements to satisfy any deficiencies (this requirement cannot be determined prior to admission).

DEADLINES

To apply to the Mechanical Engineering program, complete applications (https://grad.wisc.edu/apply/), including supportive materials, must be submitted as described below and received by the following deadline dates:

- Fall Semester—December 15
- Spring Semester—October 1
- Summer Session—December 15

ACADEMIC TRANSCRIPT
Electronically submit one copy of your transcript of all undergraduate and previous graduate work along with your online application to the Graduate School. Unofficial copies of transcripts will be accepted for review, but official copies are required for admitted students. Please do not send transcripts or any other application materials to the Graduate School or the Mechanical Engineering department unless requested. Please review the requirements set by the Graduate School (https://grad.wisc.edu/apply/requirements/) for additional information about degrees/transcripts.

STATEMENT OF PURPOSE

In this document, applicants should explain why they want to pursue further education in Mechanical Engineering and discuss which UW faculty members they would be interested in doing research with during their graduate study (see the Graduate School for more advice on how to structure a personal statement (https://grad.wisc.edu/apply/prepare/)).

RESUME

Upload your resume in your application.

THREE LETTERS OF RECOMMENDATIONS

These letters are required from people who can accurately judge the applicant’s academic, research, and/or work performance. Letters of recommendation are submitted electronically to graduate programs through the online application. See the Graduate School for FAQs (https://grad.wisc.edu/apply/) regarding letters of recommendation.

GRE SCORES

The GRE requirement is waived for applications to the Spring 2023, Summer 2023, and Fall 2023 terms. Any scores submitted will not be reviewed.

ENGLISH PROFICIENCY SCORE

Every applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score. The UW-Madison Graduate School accepts TOEFL or IELTS scores. Your score will not be accepted if it is more than two years old from the start of your admission term. Country of citizenship does not exempt applicants from this requirement. Language of instruction at the college or university level and how recent the language instruction was taken are the determining factors in meeting this requirement.

For more information regarding minimum score requirements and exemption policy, please see the Graduate School Requirements for Admission (https://grad.wisc.edu/apply/requirements/).

APPLICATION FEE

Submission must be accompanied by the one-time application fee. It is non-refundable and can be paid by credit card (Master Card or Visa) or debit/ATM. Information about the application fee may be found here (https://grad.wisc.edu/apply/) (scroll to the 'Frequently asked questions').

Fee grants are available through the conditions outlined here by the Graduate School (https://grad.wisc.edu/apply/fee-grant/). Applicants who do not qualify for a fee grant as explained above, may seek out a Mechanical Engineering faculty advisor and discuss the fee grant option with that individual. If the faculty advisor is able and willing to pay the application fee for the applicant, the faculty advisor should contact the ME Associate Chair for Graduate Studies or the ME Graduate Admissions Team (megradadmission@engr.wisc.edu) for assistance.

QUESTIONS:

If you have questions, please contact megradadmission@engr.wisc.edu.

RE-ENTRY ADMISSIONS

If you were previously enrolled as a graduate student in the Department of Mechanical Engineering, have not earned your degree, but have had a break in enrollment for a minimum of a fall or spring term, you will need to re-apply to resume your studies. Please review the Graduate School requirements for previously enrolled students (https://policy.wisc.edu/library/UW-1230/). Your previous faculty advisor (or another ME faculty advisor) must be willing to supply advising support and should e-mail the ME Graduate Student Services Coordinator regarding next steps in the process.

If you were previously enrolled in a UW-Madison graduate degree, completed that degree, have had a break in enrollment since earning the degree and would now like to apply for another UW-Madison program; you are required to submit a new student application through the UW-Madison Graduate School online application. For ME graduate programs, you must follow the entire application process as described above.

CURRENTLY ENROLLED GRADUATE STUDENT ADMISSIONS

Students currently enrolled as a graduate student at UW-Madison, whether in ME or a non-ME graduate program, wishing to apply to this degree program should contact the ME Graduate Admissions Team (megradadmission@engr.wisc.edu) to inquire about the process and deadlines several months in advance of the anticipated enrollment term. Current students may apply to change or add programs for any term (fall, spring, or summer).

QUESTIONS:

If you have questions, please contact megradadmission@engr.wisc.edu.

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

PROGRAM RESOURCES

There are three mechanisms for Graduate Student funding through the university for M.S. Mechanical Engineering: Research students:

1. Fellowships
2. Graduate assistantships: project assistantships, teaching assistantships, and research assistantships
3. Traineeships

Funding is awarded based on the qualifications of the student, the number of applicants, the amount of available funding, the number of
Students who apply to the M.S. Research program will be automatically considered for fellowship opportunities within the department. Admitted students will be eligible to apply for Teaching Assistantship positions. More information, including the application, will be available to students after admission is complete.

More information on graduate student funding is available from the UW-Madison Graduate School (https://grad.wisc.edu/funding/).

### ADDITIONAL RESOURCES

#### FEDERAL LOANS

Students who are U.S. citizens or permanent residents may be eligible to receive some level of funding through the federal direct loan program. These loans are available to qualified graduate students who are taking at least 4 credits during the fall and spring semesters, and 2 credits during summer. Private loans are also available. Learn more about financial aid at their website (https://financialaid.wisc.edu/).

#### INTERNATIONAL STUDENT SERVICES FUNDING AND SCHOLARSHIPS

For information on International Student Funding and Scholarships visit the ISS website (https://iss.wisc.edu/students/new-students/funding-scholarships/).

### REQUIREMENTS

#### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/policiesandrequirements), in addition to the program requirements listed below.

#### NAMED OPTION REQUIREMENTS

##### MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

##### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

**Evening/Weekend:** Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credit Requirement</td>
<td>30 credits</td>
</tr>
<tr>
<td>Minimum Residence Credit Requirement</td>
<td>21 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>15 credits must be graduate-level coursework. Details can be found in the Graduate School's Minimum Graduate Coursework (50%) policy (<a href="https://policy.wisc.edu/library/UW-1244/">https://policy.wisc.edu/library/UW-1244</a>).</td>
</tr>
<tr>
<td>Overall</td>
<td>3.00 GPA required.</td>
</tr>
<tr>
<td>Graduate GPA Requirement</td>
<td>This program follows the Graduate School's GPA Requirement policy (<a href="https://policy.wisc.edu/library/UW-1203/">https://policy.wisc.edu/library/UW-1203</a>).</td>
</tr>
<tr>
<td>Other Grade Requirements</td>
<td>n/a</td>
</tr>
<tr>
<td>Assessments</td>
<td>The M.S. Mechanical Engineering: Research requires the student pass a formal thesis defense.</td>
</tr>
<tr>
<td>Language</td>
<td>No language requirements.</td>
</tr>
</tbody>
</table>

### REQUIRED COURSES

Two semesters of M E 903 Graduate Seminar are required. These should be taken the first two semesters the student is in residence.

A minimum of 18 formal course credits are required. Within these 18 credits, a minimum of 9 formal course credits in ME, taken at UW–Madison, and at least 3 formal credits numbered 700 or higher, are required.

A minimum of 9 thesis credits (M E 790 Master's Research and Thesis) are required.

**Advisor Approval of Study Plan**

The faculty advisor must always approve the courses a student takes in the MS program. Students should schedule an appointment with their adviser when selecting their courses. During the final semester, the
faculty advisor will review the courses taken again and if approved, sign
the warrant request form.

POLICIES

GRADUATE SCHOOL POLICIES
The Graduate School's Academic Policies and Procedures (https://
grad.wisc.edu/acadpolicy/) provide essential information regarding
general university policies. Program authority to set degree policies
beyond the minimum required by the Graduate School lies with the
degree program faculty. Policies set by the academic degree program can
be found below.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK
Graduate Work from Other Institutions
With program approval, students are allowed to count up to 9 credits of
previously earned graduate coursework from other institutions. Approved
credits will be allowed to count toward the minimum graduate degree
credit requirement and the minimum graduate coursework requirement,
but will not count toward the minimum graduate residence credit
requirement.

Coursework earned five or more years prior to admission to a master's
degree is not allowed to satisfy requirements.

UW–Madison Undergraduate
Up to 7 credits numbered 400 or above can be counted toward the
minimum graduate degree credit requirement. These credits may be
counted toward the minimum graduate coursework (50%) requirement
if they are from courses numbered 700 or above. No credits can be
counted toward the minimum graduate residence credit requirement.
A course at the 300 level can only be transferred from a UW-Madison
undergraduate program if it was taken as a technical elective (i.e.,
non-required course). Coursework earned five years or more prior to
admission to a master’s degree is not allowed to satisfy requirements.

UW–Madison University Special
With program approval, students are allowed to count up to 15 credits
of coursework numbered 400 or above taken as a UW–Madison Special
student toward the minimum graduate residence credit requirement and
the minimum graduate degree credit requirement. These credits may be
counted toward the minimum graduate coursework (50%) requirement
if they are in courses numbered 700 or above. Coursework earned five years
or more prior to admission to a master’s degree is not allowed to satisfy requirements.

PROBATION
This program follows the Graduate School's Probation policy. (https://
policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE
All students are required to obtain a mechanical engineering faculty
advisor who assists them in planning a course sequence that meets
degrees requirements and who will discuss career objectives with the
students.

An M.S. thesis committee must include the student's mechanical
engineering faculty advisor and at least two other members: one
other graduate faculty or former graduate faculty up to one year after
resignation or retirement, and one of the following: a third graduate
faculty member, a retired faculty member with emeritus status, or a UW–
Madison research scientist with principal investigator status who has
been approved by the M E executive committee.

CREDITS PER TERM ALLOWED
15 credits

TIME LIMITS
This program follows the Graduate School's Time Limits policy. (https://
policy.wisc.edu/library/UW-1221/)

GRIEVANCES AND APPEALS
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-
  reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/
policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://
  hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://
    facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all
  students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal
counseling and workplace consultation around communication and
conflict involving graduate assistants and other employees, post-
doctoral students, faculty and staff)
- Employee Disability Resource Office (https://
  employee/disabilities.wisc.edu/) (for qualified employees or
  applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any
  level of review and for official appeals of program/departmental or
  school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class
  harassment and discrimination, including sexual harassment and
  sexual violence)
- Office of Student Conduct and Community Standards (https://
  conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/)
  (for employed graduate students and post-docs, as well as faculty
  and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about
discrimination)

Mechanical Engineering Grievance Procedures
If a student feels unfairly treated or aggrieved by faculty, staff, or another
student, the University offers several avenues to resolve the grievance.
Students' concerns about unfair treatment are best handled directly
with the person responsible for the objectionable action. If the student
is uncomfortable making direct contact with the individual(s) involved,
they should contact the advisor or the person in charge of the unit where
the action occurred (program or department chair, section chair, lab
manager, etc.). Many departments and schools/colleges have established
specific procedures for handling such situations; check their web pages
and published handbooks for information. If such procedures exist at
the local level, these should be investigated first. For more information
see the Graduate School Academic Policies & Procedures: https://
grad.wisc.edu/acadpolicy/?policy=grievancesandappeals. The Assistant
Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Graduate Committee Chair or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary.

University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.

3. If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Graduate Committee Chair in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Graduate Committee Chair to manage the grievance. The faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.

5. The faculty committee will determine a decision regarding the grievance. The Graduate Committee Chair will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

OTHER
n/a
Randy Jackson
Andrew Mikkelson
Jason Oakley
Erick L. Oberstar
Jeffrey Roessler

See also Mechanical Engineering Faculty Directory (https://directory.engr.wisc.edu/me/faculty/).