Requirements, Procedures, and Guidelines (RPG)
Bachelor of Science in Mechanical Engineering
Department of Mechanical Engineering

Degree Requirements

Each student must complete the designated 128 credit hours for a Bachelor of Science Degree in Mechanical Engineering. Please see the degree plan for details.

Mathematics Preparation

In addition to the usual preparatory work, applicants to the Mechanical Engineering program are expected to have at least two years of Algebra, one year of Geometry, and one semester of Trigonometry or Pre-Calculus in preparation for their freshman year.

Transfer Course Work

A student can transfer a maximum of 66 semester hours, limited to lower-division courses, from two-year junior or community colleges. A maximum of 100 semester hours of courses is transferable from accredited U.S. colleges and universities. Transfer credit for engineering courses is restricted to ABET accredited curricula or is awarded on the basis of departmental recommendation. Transfer students might be required to take competency exams and/or take specified courses that the department feels they must have to establish the quality of their degree. Credit for upper-division engineering courses will be given only on the basis of departmental recommendation.

The academic records of all transfer students are reviewed by the College of Engineering to determine eligibility for admission into an engineering program. International students must meet the additional requirement of an overall minimum GPA of 3.0 in mathematics, chemistry, physics, and engineering for all institutions attended.

All transfer credit that is to be applied toward undergraduate engineering degree requirements must be approved by the Dean of Engineering. Transfer credit evaluation should be completed when the student transfers to the College or before completion of the lower-division requirements.

Courses completed at EPCC are transferred directly to your electronic record by the records office. If you have any questions about transfer courses from EPCC to UTEP, please refer to the UTEP/EPCC Transfer Guide or contact us directly. Upper division courses are not allowed to be transferred. You must complete your upper division courses at UTEP. This rule may only be exempt for exceptional cases such as military students. However, transfer of upper division courses from universities with which UTEP has an official education exchange program may be considered based on the approval from the ME department. Courses from other institutions may also need to be evaluated by the department. If you need to substitute a particular course on your MECH degree plan, you will need to submit a substitution form directly with us and provide us with a copy of the syllabus for the course being evaluated and an unofficial transcript.
Note that the ME department is only able to evaluate engineering courses (MECH XXXX). Additional courses such as MATH, Physics, Chemistry, will need to be evaluated by the corresponding department. Core curriculum courses may not be substituted and must satisfy the approved curriculum.

**Change of Major**

1. All petitions for change of major to or within the College of Engineering are subject to the approval of the head of the program gaining the student.
2. Any student enrolled in a non-engineering program at the University can change his or her major to a program in the College of Engineering if he or she has demonstrated an aptitude for the engineering or computer science profession and is qualified to enroll for MATH 1411 in his or her first semester of engineering or computer science.
3. Any student enrolled in an engineering program at the University can change his or her major to another program in the College of Engineering if he or she has a minimum overall GPA of 2.0 and has earned a minimum GPA of 2.0 in the semester previous to applying for the change of major.
4. All students entering the Mechanical Engineering program must follow the catalog that is in effect at the time of their transfer, or a subsequent catalog.

**Lower-Division Program**

1. A student entering the Mechanical Engineering program must complete the designated lower-division course block prior to enrolling in the upper-division engineering or computer science sequence or any junior/senior classes. The lower-division course block is comprised of English, Science, Engineering, and Mathematics courses listed in the freshman and sophomore years.
   a. Enrollment in upper-division courses prior to completion of the lower-division requires permission of the student’s program head.
   b. Substitutions of lower-division course requirements require the permission of the student’s program head.
2. Completion of the lower-division block also requires a minimum 2.0 GPA for the lower-division courses designated by the program and a C or better in certain specified courses.
3. Any student who does not satisfy the C minimum rule in the appropriately designated courses must repeat those courses.
4. Any student who has not met the requirements for satisfactory completion of the lower-division block as stated above or who fails to make satisfactory progress toward a degree will be denied subsequent enrollment in the Mechanical Engineering program.

**Limit on Engineering Course Enrollments**

The maximum number of times an Engineering course can be taken is three (3). All enrollments in a course that result in a grade of A, B, C, D, F, or W will be counted. Once a student has reached the maximum of three enrollments, he or she will not be allowed to enroll in the course a fourth time. If the course is required in the student’s degree plan, the student will not be able to complete the requirements for that degree. Once a student has obtained a C or better in an Engineering course, that course cannot be repeated for credit.
Course Drop Rule

Beginning in fall 2007, all freshmen enrolled for the first time at any Texas public college or university will be limited to a six course drops during their academic career. Drops include those initiated by students, faculty, and other institutions. This does not include courses dropped prior to census day or complete withdraws from the university. If you wish to drop after census day and prior to the course drop deadline you are required to complete a course drop form to your advisor for approval. It is the student’s responsibility to return the form to Registration and Records Office.

Course drop request will not be accepted after the drop deadline. Note: the department highly encourages not dropping any courses without prior meeting with the ME advisor. If you are having academic difficulty, talk to the class instructor, advisor, chair or go to ACES in CRBL 101 or to the Tutoring and Learning Center in the Library for free tutoring. For personal problems, counseling is available at the Counseling Center, Union West, Room 202, telephone 915-747-5302. You should always contact us as soon as you encounter a problem with your courses; we can discuss with your instructor and advisor as to how to continue with your courses.

Enrollment in Engineering/Computer Science Courses by Non-Majors

Enrollment in nearly all mechanical engineering courses is restricted to students with the appropriate majors. Students from outside the engineering college wishing to take engineering/computer science courses should request permission from the head of the department offering the course.

Double Majors

Students in the Mechanical Engineering program may pursue more than one undergraduate degree if approved by the Associate Dean, Dr. Patricia Nava. However, all requirements for each degree must be completed before the degree can be awarded.

Grade Point Average (GPA) Overall and Major

You must have a 2.0 overall and a 2.0 GPA in your major in order to graduate.

a. Only courses beginning with MECH count as part of your major. Not all technical electives count in the computation of the major GPA.

b. The Registrar’s Office tracks your overall GPA and will put you on probation if it falls below a 2.0. They do NOT track the major GPA; you may need to track this individually and carefully. If you feel that your major GPA may be at jeopardy of dropping below the required 2.0, please contact your advisor immediately as this may prevent you from graduating.

Academic Probation/Suspension

If your overall GPA falls below a 2.0, you will be placed on academic probation. You will then need to complete a petition of reinstatement and include a current unofficial transcript and a typed letter briefly explaining why you should be reinstated to the ME program. Student will be assigned specific courses to help them raise their GPA. Student will also be instructed to attend tutoring and review sessions as well as submit an academic monthly progress report to the advisor.
During the probation period, student must raise GPA to at least a 2.0; otherwise student may be placed on suspension for as long as two years. Once the student is on probation, suspension will occur if at the end of the probationary semester the overall GPA remains below a 2.0.

**Academic Suspension for One Year:** If a student has been suspended for one semester, returns to UTEP for one semester and still has less than 2.0 GPA, then the student will be suspended for one year, which means that the student will not be allowed to register for any classes at UTEP for one full year. After the one year is over, the student can choose to petition his/her department for reinstatement. If approved, the student will be allowed to re-enroll for one semester on academic probation. The advisor and/or the assistant director for undergraduate studies will also impose certain restrictions such as the amount of hours the student can register for or set a certain GPA standard the student must achieve for the semester.

**Academic Suspension for Two Years:** If a student still does not do well in the semester following the one-year suspension, then the student will be suspended for two years. After the two full years, the student can choose to petition the department for reinstatement. If approved, the student will be allowed to register for classes probably with some restrictions and expectations as mentioned above.

**GPA Recalculation**

All the grades you earn go into the calculation of your GPA. If you took a three hour course and earned an F then took it a second time and earned D, then took it a third time and earned an A, then your GPA for that course would be calculated as 3 * 0+3*1+3*4=15 divided by 3+3+3=9 or 1.67. Please be extra careful with your major GPA. If you have any doubts contact us immediately.

For all freshman level courses if a grade of “D” or “F” is earned when the course is repeated for the first time, the previously earned grade is automatically excluded from the GPA calculation. Both grades earned remain on the academic record and the record will be annotated with the symbol E(Excluded) next to the first grade. The last grade earned is the official grade for a course.

All sophomore and upper division courses will not be automatically recalculated. Department head will review any petition submitted for recalculation.

**Prerequisites**

NO prerequisite overrides will be granted. If you have taken the prerequisite course at a different university, it is the student’s responsibility to transfer the course before any hold can be lifted. Students that are currently enrolled for the prerequisite but need to register for the next semester may submit a Course Waiver. Course Waivers are reviewed on a case-by-case basis. If approved, student may register for the courses needed pending final grades. Upon final grades ME Department will verify to make sure all requirements were met satisfactorily. If student does not meet the prerequisite after final grades, student will dropped from the course. If student took prerequisite course at a different institution, he or she may submit a course waiver form with a copy of their unofficial transcript for review. If approved, student must officially transfer all credits ASAP. ME Department will verify the transfer has been processed prior to the beginning of the semester. If transfer is not done, student may run the risk of being dropped from course. It is the student’s responsibility to transfer any credit to UTEP immediately to avoid delays and problems with the registrations process and graduation.
Pre-degree Checklist

Students enrolled in Principles of Engineering Design (MECH 4336) are required to request a pre-degree checklist. This checklist will provide students with any pending courses prior to their last semester.

Senior Design (MECH 4366)

Senior Design must be taken during the last semester of your academic course work. You will not be allowed to take senior design unless you have an overall and major GPA of at least 2.0. If you do not have a 2.0 GPA, then you must retake courses (or repeat those with less than a C) until you raise your GPA keeping in mind the repeat rule.

Preparing for Graduation

During the last semester, students must complete their graduation application. The application is available at the Engineering Student Support Office located in the CRBL 001. Student must submit the application to the ME office for review.

Within the first five weeks of the student’s last semester, student must meet with ME advisor for a final degree evaluation. ME advisor will process a final pre-degree checklist and degree evaluation. Once completed, student will deliver their Application for Bachelor’s Degree to Engineering Dean’s Office for processing.

Substitutions/Course Evaluations

In order to request a course substitution, please make sure that the course is already transferred to UTEP and that is shows on your transcript. You must submit the substitution form with a copy of the course’s syllabus being evaluated.

How to print degree plan on Goldmine

1. Log onto your Goldmine
2. Click on “Student Service and Financial Aid”
3. Click on “Student Records”
4. Click on “Degree Evaluation”
5. On the bottom of the page click on “What if Analysis”
6. From drop-down, choose the latest term available, then click “Continue”
7. Choose program “BSME”
8. Choose the first major, and then click “Submit”
9. Choose the evaluation term and then click on “Generate Request”
10. On the bubble of “Detail Requirements” should be filled in and then click “Submit”