Master of Engineering in Mechanical Engineering (M. Engr. ME)
Comprehensive Exam Guidelines

General Information
1. Completion of a comprehensive exam is a requirement for the Master of Engineering in Mechanical Engineering degree. The exam can be written or oral (as determined by the student’s supervisory committee) and is to be completed at least four weeks before the end of the semester that a candidate is scheduled to graduate. The exam is designed to evaluate the student's professional expertise in his/her area of study.
2. Written or oral exams are administered by the student’s advisor from questions prepared by the advisor and other members of the student’s supervisory committee. The committee is composed of the student’s advisor, who forms the committee, and two faculty members from the student’s primary area of study.
3. Exam questions will be based on material from coursework. The student’s advisor, in collaboration with the other members of the supervisory committee, will provide a list of courses, references, textbooks, and course outlines that will be useful for the student to review, at least four weeks before the exam is administered.

Student Information
1. The student must meet all preliminary academic requirements, and sign up for ME 600 (1 credit), Assessment (P/F). The assessment credit is the Comprehensive Exam, which is graded as pass/fail, and must be taken during the last semester in which the student is enrolled. Consult the graduate catalog or ME web page for the complete list of degree requirements.
2. To schedule the exam, the student must submit an application to his/her advisor during the first week of classes of the semester he/she is in ME 600. The advisor, in consultation with the other members of the supervisory committee, determines whether the exam will be written or oral and fills out the application accordingly. The application form then must be signed by the student and his/her advisory committee, and then submitted to the departmental graduate coordinator.
3. The student may cancel the exam by dropping ME 600 before the final drop date of the semester. Failure to take a scheduled exam will result in a failing grade for the course.
4. Results of an oral exam will be given to the student immediately following a short deliberation by the supervisory committee. Results of a written exam will be given to the student within one week.
5. A student who fails the exam may sign up for ME 600 a second time, and retake the comprehensive exam, but only if a repeat attempt is requested by the student and approved by the ME department. The student must make his/her request in writing to the Department Chair, and it must be made within five working days after the student is notified of his or her failure. The re-take examination must be completed within one year of the original examination, and only one re-take examination will be permitted. If the student does not request a repeat exam, or if the request is not approved by the department, the student is administratively withdrawn from the program by the Graduate College. If the student does not repeat the exam within 12 months of the first attempt, or if the student fails the repeat attempt, then the student is administratively withdrawn by the Graduate College.
6. In the case of a complaint, the student will have one week after the exam results are provided to submit a formal written complaint. The complaint letter should be addressed and delivered to either the graduate coordinator of the ME graduate
program or the chairman of the ME department. It will be reviewed by those two individuals in consultation with the members of the supervisory committee. The student will be notified of the review results within one week after submitting the complaint.

**Faculty Information**

1. Course outlines, sample questions, and/or sample exams from previous course offerings or previous comprehensive exams will be submitted by the supervisory committee to the student upon request.

2. The supervisory committee will prepare the exam questions six weeks before the start of finals week (2 weeks before administration of the comprehensive exam). The questions will then be submitted to the ME graduate program coordinator and be available for review by the departmental faculty. The point distribution of each question, and each part of multi-part questions, should be listed in the exam document before being administered to the student. The number of questions included in the examination shall be determined by the candidate’s committee, but should be limited to four to six questions. The written or oral exam period should not exceed four hours.

3. The supervisory committee will deliberate after the exam. A student must score at least 70% to pass the exam. The supervisory committee will inform the student the results of the written exam within one week. In the case of the oral exam, the committee will deliberate immediately after the exam and notify the student immediately of the result.

4. The supervisory committee will fill out a Culminating Activity Form indicating whether the student passed or failed the comprehensive exam, and submit it to the departmental graduate coordinator, who will then forward it to the graduate school.

5. The advisor serves as the chairperson for the comprehensive exam and bears the responsibility for the following:
   a. Advises student as to examination procedures.
   b. Verifies that the student has filled out and files an Application for Candidacy form.
   c. Checks the student’s record to verify that he/she will have completed a minimum 30 hours of graduate level coursework by the end of the semester in which the exam is scheduled, as listed on the Application for Candidacy form.
   d. Verifies that the student has signed up for ME 600 during the last semester of his/her graduate program.
   e. Schedules the examination, and reserves a room for the written or oral exam.
   f. Forms the supervisory committee. The committee decides on a written or oral examination and passes preparatory examination material and resources on to the student.
   g. Collects the exam questions from the other committee members, and gives them to the graduate coordinator. Upon departmental faculty approval, the advisor collates the questions into a written document for the student.
   h. If the student fails his/her first attempt of the comprehensive exam, the advisor helps the student reschedule the re-take exam.