The purpose of this handbook is to provide mechanical engineering students at Wayne State University a quick and complete source of information and guidelines to their curriculum requirements. It is the intent of the Department to revise this handbook on a yearly basis, unless deemed necessary to revise it more frequently. Always consult the Academic Advisor or the Director of Undergraduate Studies if this handbook cannot provide you with the proper guidelines or if you have any doubt or concern about your curriculum beyond the scope of this handbook. This handbook can be downloaded from the department web site, [http://www.eng.wayne.edu/me](http://www.eng.wayne.edu/me).

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</tr>
</tbody>
</table>
## Department Faculty and Staff Directory

### Teaching Faculty

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Areas of Research Expertise &amp; Interest</th>
<th>Room</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryzik, Walter (Chair)</td>
<td>Engines, combustion, vehicle systems</td>
<td>2105</td>
<td>7-3843</td>
<td><a href="mailto:wbryzik@eng.wayne.edu">wbryzik@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Singh, Trilochan (Associate Chair)</td>
<td>Combustion and energy conservation</td>
<td>2101</td>
<td>7-3845</td>
<td><a href="mailto:tsingh@wayne.edu">tsingh@wayne.edu</a></td>
</tr>
<tr>
<td>Ku, Jerry (Director UG Studies)</td>
<td>Heat transfer, energy, radiation, combustion</td>
<td>2117</td>
<td>7-3814</td>
<td><a href="mailto:jku@wayne.edu">jku@wayne.edu</a></td>
</tr>
<tr>
<td>Ayorinde, Emmanuel</td>
<td>Mechanics of structural composites</td>
<td>2148</td>
<td>7-5548</td>
<td><a href="mailto:ayorinde@eng.wayne.edu">ayorinde@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Berdichevsky, Victor</td>
<td>Turbulence and statistical mechanics</td>
<td>2138</td>
<td>7-3905</td>
<td><a href="mailto:vberd@eng.wayne.edu">vberd@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Chalhoub, Nabil</td>
<td>Dynamics, vibration and control</td>
<td>2111</td>
<td>7-3753</td>
<td><a href="mailto:mailna@eng.wayne.edu">mailna@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Henein, Naem</td>
<td>Heat and mass transfer</td>
<td>2121</td>
<td>7-3887</td>
<td><a href="mailto:henein@eng.wayne.edu">henein@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Ibrahim, Raouf</td>
<td>Nonlinear vibration and dynamics</td>
<td>2119</td>
<td>7-3885</td>
<td><a href="mailto:ibrahim@eng.wayne.edu">ibrahim@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Jansons, Marcis</td>
<td>Engine technology, combustion, optical diagnostics</td>
<td>2125</td>
<td>7-3880</td>
<td><a href="mailto:mjansons@wayne.edu">mjansons@wayne.edu</a></td>
</tr>
<tr>
<td>Lai, Ming-Chia</td>
<td>Thermal and fluid engineering</td>
<td>2123</td>
<td>7-3893</td>
<td><a href="mailto:lai@eng.wayne.edu">lai@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Li, Wen</td>
<td>Dynamics, acoustics, NVH, structural health monitoring and damage detection, numerical methods</td>
<td>2131</td>
<td>7-3875</td>
<td><a href="mailto:wli@wayne.edu">wli@wayne.edu</a></td>
</tr>
<tr>
<td>Newaz, Golam</td>
<td>Advanced materials and composites</td>
<td>2135</td>
<td>7-3877</td>
<td><a href="mailto:gnewaz@eng.wayne.edu">gnewaz@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Tan, Chin An</td>
<td>Dynamics and control of structural and biological systems</td>
<td>2137</td>
<td>7-3888</td>
<td><a href="mailto:tan@wayne.edu">tan@wayne.edu</a></td>
</tr>
<tr>
<td>Taraza, Dinu</td>
<td>Dynamics and vibration of IC engines</td>
<td>2142</td>
<td>7-3701</td>
<td><a href="mailto:taraza@eng.wayne.edu">taraza@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Wu, Sean</td>
<td>Acoustics</td>
<td>2133</td>
<td>7-3884</td>
<td><a href="mailto:swu@eng.wayne.edu">swu@eng.wayne.edu</a></td>
</tr>
<tr>
<td>Wu, Xin</td>
<td>Material processing and manufacturing</td>
<td>2144</td>
<td>7-3882</td>
<td><a href="mailto:xwu@eng.wayne.edu">xwu@eng.wayne.edu</a></td>
</tr>
</tbody>
</table>

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wadley, Keith</td>
<td>Academic Advisor</td>
<td>2129</td>
<td>7-5939</td>
<td><a href="mailto:keith.wadley@wayne.edu">keith.wadley@wayne.edu</a></td>
</tr>
<tr>
<td>Willis, Rosalind</td>
<td>Administrative Assistant</td>
<td>2103</td>
<td>7-3843</td>
<td><a href="mailto:rwillis@wayne.edu">rwillis@wayne.edu</a></td>
</tr>
<tr>
<td>Grant, Taquandra</td>
<td>Office Service Clerk</td>
<td>2109</td>
<td>7-3835</td>
<td><a href="mailto:au1792@wayne.edu">au1792@wayne.edu</a></td>
</tr>
<tr>
<td>Front Desk</td>
<td>Student Assistant</td>
<td>2100</td>
<td>7-3843</td>
<td></td>
</tr>
</tbody>
</table>
### Part-Time Teaching Faculty

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbdulNour, Bashar</td>
<td><a href="mailto:babdulnour@gmail.com">babdulnour@gmail.com</a></td>
</tr>
<tr>
<td>Jie, Min</td>
<td><a href="mailto:mjie48@gmail.com">mjie48@gmail.com</a></td>
</tr>
<tr>
<td>Khalil, Tom</td>
<td><a href="mailto:tkhalil@wayne.edu">tkhalil@wayne.edu</a></td>
</tr>
<tr>
<td>Mital, Naveen</td>
<td><a href="mailto:dg2735@wayne.edu">dg2735@wayne.edu</a></td>
</tr>
<tr>
<td>Padgaonkar, Arvind</td>
<td><a href="mailto:arvjp@wayne.com">arvjp@wayne.com</a></td>
</tr>
<tr>
<td>Saha, Nripen</td>
<td><a href="mailto:nsaha2@yahoo.com">nsaha2@yahoo.com</a></td>
</tr>
<tr>
<td>Shakour, Elias</td>
<td><a href="mailto:shakour@gmail.com">shakour@gmail.com</a></td>
</tr>
</tbody>
</table>
BSME Curriculum
Degree Requirements for B.S. in Mechanical Engineering at Wayne State University

- **Freshman Year**
- **First Semester Credits**
  - MAT 2010 – Calculus I 4
  - CHM 1225 – (PS) Chemical Structure, Bonding & Reactivity 3
  - CHM 1230 – Chemical Principles in the Laboratory 1
  - B E 1200 – (CL) Introduction to Engineering Design 3
  - ENG 1020 – (BC) Introductory College Writing 4
  - Total 15

- **Second Semester**
  - MAT 2020 – Calculus II 4
  - PHY 2175 – (PS) General Physics 4
  - M E 2050 – Introduction to Computer-Aided Drafting 2
  - B E 1300 – Science of Engineering Materials I 3
  - B E 1310 – Science of Engineering Materials Lab 1
  - BE 1500-- Introduction to Programming and Computation 3
  - Total 17

- **Sophomore Year**
- **First Semester**
  - MAT 2030 – Calculus III 4
  - PHY 2185 – General Physics 4
  - M E 2200 – Thermodynamics 3
  - M E 2410 – Statics 3
  - ECO 2010 – (SS) Principles of Microeconomics 3
  - {Or ECO 2020 Principles of Macroeconomics}
  - Critical Thinking Exam or PHI 1050 (CT) [taking sooner is better] 0  Total 17 cr.
Second Semester

• MAT 2150 – Differential Equations and Matrix Algebra 4
• ME 2420 – Mechanics of Materials 3
• B E 2100 – Probability and Statistics for Engineering Application 3
• ME 2500 – Numerical Methods using MATLAB 2
• ENG 3050 – (IC) Technical Communication I: Report Writing 3
• Total 15

• Junior Year

• First Semester Credits

• ME 3310 – Fluid Mechanics 3
• ME 3320 – Fluid Mechanics Lab 1
• ME 3450 – Manufacturing Processes I 3
• ME 3400 – Dynamics 3
• ECE 3300 – Introduction to Electrical Circuits 3
• ECE 3310 – Electrical Circuits Laboratory 1
• ENG 3060 – (OC) Technical Communication II: Writing & Speaking 3
• Total 17

• Second Semester

• ME 4210 – Heat Transfer Theory and Lab 4
• ME 4150 – Design Mach Elem 4
• ME 4420 – Vibrations Theory and Lab 4
• PHI 1120 – (PL/EI) Professional Ethics 3
• Visual & Performing Arts Elective – (VP) 3
• Total 18

• Senior Year

• First Semester

• ME 4300 – Thermal Fluid Systems Design 4
• ME 4420 – Analysis and Control of Dynamic Systems 4
• Mechanical Engineering 5000 Level Technical Electives 4
• Historical Studies Elective – (HS) 3
• American Society and Institutions Elective – (AI) 3
• Total 18

• **Second Semester**
  • M E 4500 – (WI/ST) Mechanical Engineering Design II 4
  • [M E 4500 and M E 4300 have the same class meeting times.]
  • Mechanical Engineering 5000 Level Technical Elective 4
  • BIO 1510 – (LS) Basic Life Mechanisms 3
  • Foreign Culture Elective – (FC) 3
  • Culture Diversity Elective – (CD) (with FC or VF – see ME Advisor)
• Total 14

• **Total Credits 131**
### 5000-Level Coherent Technical Electives:

#### DYNAMICS, VIBRATIONS, ACOUSTICS AND CONTROLS
- ME 5400  Dynamics II
- ME 5410  Vibrations II
- ME 5425  Analyses of Vibration Measurements & Instrumentation
- ME 5440  Industrial Noise Control
- ME 5460  Fundamentals in Acoustics and Noise Control

#### BIOMECHANICAL ENGINEERING
- ME 5040  Finite Element Methods I
- ME 5100  Engineering Physiology (BME 5010)
- ME 5160  Musculoskeletal Biomechanics (BME 5210)
- ME 5170  Design of Human Rehabilitation Systems (BME 5570)
- ME 5180  Int. to Biomaterials (BME 5370)

#### SOLID MECHANICS
- ME 5040  Finite Element Methods I
- ME 5400  Dynamics II
- ME 5410  Vibrations II
- ME 5600  Advanced Mechanics of Materials
- ME 5620  Fracture Mechanics in Engineering Design
- ME 5700  Fundamentals of Mechanics
- ME 5720  Mechanics of Composite Materials
- ME 5730  Tribology and Lubrication Technology

#### DESIGN AND MANUFACTURING
- ME 5170  Design of Human Rehabilitation Systems (BME 5570)
- ME 5440  Industrial Noise Pollution
- ME 5470  Creative Problem Solving in Design and Manufacturing
- ME 5620  Fracture Mechanics in Engineering Design

#### THERMAL/FLUID SCIENCE
- ME 5120  Fundamentals of Alternative Energy Technology
- ME 5300  Intermediate Fluid Mechanics
- ME 5700  Fundamentals of Mechanics
- ME 5800  Combustion Engines
- ME 5810  Combustion and Emissions

#### ENGINEERING ANALYSIS
- ME 5000  Engineering Analysis I
- ME 5010  Engineering Analysis II
**Policy on Course Prerequisites**

The Mechanical Engineering Department has instituted a system of prerequisites and co-requisites for every undergraduate course. These requirements are designed to ensure that students have the necessary background knowledge for the course in which they are currently enrolled. This strategy is also essential to ensure that students will successfully complete those courses and to maintain our ABET (The Accreditation Board for Engineering and Technology, [http://www.abet.org/](http://www.abet.org/)) accreditation. Thus, the Department will adhere strictly to this established policy, and waivers may be considered for truly exceptional cases only. Request for waiving any established department or college rules must be submitted to the Director of Undergraduate Studies using the standard petition form (Appendix A). The Director will then consider each petition carefully and provide his/her decision to the student by e-mail. For special cases, the Director of Undergraduate Studies may consult the Mechanical Engineering Undergraduate Committee to make the decision.

Although we rely primarily on the Banner system for prerequisite and pre-professional checks, students will be administratively withdrawn at any time during the term if through any other means we find them lacking the necessary requirements. Compliance with prerequisite and pre-professional requirements is solely the responsibility of a student. Curricular checks provided by faculty or advisors, in response to a student’s request, are to be regarded as advises only. Only the authorized faculty member, and not the course instructor, could approve any deviation from established department or college rules.

**Code of Student Conduct**

It is the responsibility of each student to adhere to the principles of academic integrity. Academic integrity means that a student is honest with him/herself, fellow students, instructors, and the University in matters concerning his or her educational endeavors. Thus, a student should not falsely claim the work of another as his/her own, or misrepresent him/herself so that the measures of his/her academic performance do not reflect his/her own work or personal knowledge. In this regard, cheating will not be tolerated. Cheating includes (but is not limited to) any communication (written or oral) during examinations and sharing of work, such as using the same models or computer programs or copying work. All homework and projects must be an individual effort unless specifically noted. **STUDENTS WHO CHEAT ON ANY ASSIGNMENT OR DURING ANY EXAMINATION WILL BE ASSIGNED A FAILING GRADE FOR THE COURSE.** Therefore avoid all appearance of improper behavior! Students who witness cheating should report the incident to the instructor as soon as possible. Students are also welcome to discuss any concerns related to cheating with the Chair of Mechanical Engineering Department.
Table of Course Prerequisites  (Effective Winter 08; except MAT 2030 for ME 2410)

Mechanical Engineering Undergraduate Course Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>ME 2050, 2 crs</td>
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</tr>
<tr>
<td>ME 2200, 3 crs</td>
<td>MAT 2020, PHY 2175, with BE 1200 as pre-/co-requisite</td>
</tr>
<tr>
<td>ME 2410, 3 crs</td>
<td>BE 1200, PHY 2175, with MAT 2030* as pre-/co-requisite (*effective W/09)</td>
</tr>
<tr>
<td>ME 2420, 3 crs</td>
<td>ME 2410, with BE 1300 as pre-/co-requisite</td>
</tr>
<tr>
<td>ME 3310, 3 crs</td>
<td>ME 2410, BE 2550, with ME 2200* and ME 3320 are pre-/co-requisites</td>
</tr>
<tr>
<td>ME 3320, 1 cr</td>
<td>ME 3310 as pre-/co-requisite</td>
</tr>
<tr>
<td>ME 3400, 3 crs</td>
<td>ME 2410, MAT 2150</td>
</tr>
<tr>
<td>ME 3450, 3 crs</td>
<td>ME 2420 as pre-/co-requisite</td>
</tr>
<tr>
<td>ME 4150, 4 crs</td>
<td>ME 3450, BE 2100</td>
</tr>
<tr>
<td>ME 4210, 4 crs</td>
<td>ME 3310, ENG 3050</td>
</tr>
<tr>
<td>ME 4300, 4 crs</td>
<td>ME 4210, ENG 3060</td>
</tr>
<tr>
<td>ME 4410, 4 crs</td>
<td>ME 3430, ENG 3050</td>
</tr>
<tr>
<td>ME 4420, 4 crs</td>
<td>ME 3400</td>
</tr>
<tr>
<td>ME 4500, 4 crs</td>
<td>ME 4150, ME 4410, ENG 3060, BE 2550</td>
</tr>
</tbody>
</table>

[ME 4500 and ME 4300 have overlapping class meeting times.]

NOTES:

- Prerequisites are cumulative.
- 2200 & 2410 are pre-professional courses.
Policy on Transfer of Credits

- Students who wish to enroll in courses (those listed on page 4) at other accredited institutions and to transfer the credits of these courses to their curriculum at WSU should first consult the Academic Advisor or the Director of Undergraduate Studies before making their plans.

- All transfer of credits for ME courses must be approved by the Director of Undergraduate Studies. Use the form in Appendix A for such requests. Both the university online course transfer equivalency table and recommendations by the Registrar Office are used as a guide only, as these have not been updated to reflect ME’s continuous curriculum improvements.

- For all students:
  - Under normal circumstances, most 4000-level courses (ME 4210, 4250, 4300, 4410, 4420, 4500) are NOT transferable. Exceptions pertain to special exchange programs (e.g., Germany exchange program). Those cases will be considered by the Director of Undergraduate Studies on a case-by-case basis.

- For WSU regular students:
  - A maximum of two ME courses, including courses that are prerequisites to ME courses, with grades C or better are transferable.
  - Only courses that are similar in content to our courses are transferable. For example, if a student takes a thermodynamics course without a laboratory component at another institution, then this course cannot be counted as similar to ME 2210 and thus is not transferable.

- For transfer students:
  - At least twenty-four of the University-required minimum thirty-two credits for WSU degree must be ME courses. Of these twenty-four credits, twenty credits go to the 4000-level courses and no restriction is imposed on the remaining four credits as long as they are consistent with our pre- and co-requisite requirements and other requirements that are applicable.
Undergraduate Academic Performance Regulations

Pre-professional and Professional Programs
(For details see “Handbook for Pre-Professional Students,” downloadable from College website.)

Students must first complete the pre-professional program (basically the freshman and sophomore years) before applying to the professional program (basically the junior and senior years). Students are allowed to register for 3000-, 4000-, or 5000-level engineering courses ONLY AFTER they are admitted to the professional program. Pre-professional requirements include earning a C-minus or better in each, and a minimum 2.5 GPA, in the following courses: MAT 2010, 2020 and 2030; CHM 1225 and 1230; PHY 2175 and 2185; BE 1010 (new 1200) and 1300/1310; ENG 1020; and ME 2200 and 2410; and passing the Critical Thinking Exam.

Students who complete the pre-professional curriculum but do not meet the necessary GPA requirement should meet with the Associate Dean for Academic Affairs to determine if a Plan of Work can be developed that will allow the student to demonstrate greater academic mastery of the technical subjects and also elevate his/her GPA. This Plan of Work may include repeating courses, or taking additional courses that may not count towards the degree requirements. Students who do not complete the Plan of Work so as to raise their GPA to the required level within a stipulated period of time will be excluded from the College.

Repeating Courses

Students must earn a grade of C-minus or higher in all courses (see Pre-professional Handbook). If a substandard grade (which includes WF/WN/WP) is earned in any course, the student MUST repeat the course in the next regular semester that the course is offered.

The grade earned in a repeated course will replace the original grade in GPA calculation, if a “Repeat of Course” form, approved by the Academic Advisor, is submitted to the Registrar’s Office, but the original grade will remain on the transcript. Students who have studied only at Wayne State will be allowed only five repeats in their pre-professional and professional programs. If a sixth repeat is required to complete the required curriculum, exclusion proceedings will be initiated. Transfer students will earn one allowed repeat for every 24 credits earned at Wayne State.

Students will be allowed only two repeats in a single course. Students who receive three (3) substandard grades in a single class will be subject to exclusion considerations from the College.

Probation and Exclusion

Any student whose University or College GPA falls below 2.0 will be placed on probation, and is given a warning letter or e-mail, and is required to meet with their academic advisor. The letter will explain that the student has one semester in which to bring up his/her GPA, or he/she will risk exclusion from the College of Engineering.

Any students who has (a) not met the conditions of the probation, (b) exceeded the number of repeated allow or (c) received three (3) substandard grades, will be considered for exclusion from the College of Engineering and issued a letter to this effect. Following exclusion, the privilege of registering in Engineering will be withheld for at least one calendar year.

Students can appeal the exclusion decision to the Mechanical Engineering Undergraduate Committee, and ultimately the College of Engineering Academic Standards Committee.
ME Course Offering and Class Scheduling Policies

Fall and Winter are considered as “primary” semesters, for which the Department will offer all required UG courses. Summer is not considered as a primary semester.

Only ME 2200 and 2410 will be considered for offering in Summer on a regular basis. ME 3310 and 3530 will be considered for offering in alternating summers. 3000- and 4000-level courses may be offered in Summer ONLY IF: (a) full-time instructors can be identified, and (b) 20 students register. The primary objectives for such policies are to maintain the qualities of UG teaching, and to provide students with sufficient and correct information for their class planning.

The Department will offer most required courses in a time slot after 3 PM at least once each academic year. Based on students’ preferences (in a Fall 04 survey), every attempt will be made to offer 2000-level courses in the afternoon, and 3000- and 4000-levels in late afternoon and early evening respectively. Fall and Winter course schedule will be set up such that there are no conflicts among courses intended to be taken in the same semester according to the “Suggested BSME Curriculum” (page 4 of this Handbook).
Instructions and Background

The College of Engineering and its Departments have established academic policy in order to support strong educational programs within the College. These policies have been implemented following substantial discussion among the faculty and administrators of the Departments and College based on established educational objectives.

It is a student’s right to request an exception to policy in cases of extenuating circumstances. However, these requests must be substantiated with documentation of circumstances and facts that support a request. Only in cases of truly exceptional circumstances should a petition be filed. Petitions should first be directed to your home department or the department offering the course to which the request applies. After a departmental decision is made, it is the right of a student to appeal that decision to the Dean’s Office and finally the Provost’s Office.

In order to provide for a “paper trail” in the petition and possible appeals process, this form has been implemented to document both the request and the decisions that are made. Petitions and appeals will only be considered if presented on this form. The form should be completed electronically and emailed to the appropriate individual. A hard copy should also be provided, attached to copies of any materials that substantiate a request. This may include transcripts from other institutions, syllabi and examples of work, course descriptions, and evidence of extenuating circumstances. It is preferable that original copies not be included in order to prevent their loss, with the exception of transcripts for transfer credit evaluation. If additional space is required to complete this form, please attach an additional page to both the electronic and hard copy formats. The petition will be reviewed by the appropriate departmental representatives, and a response will be provided via email and in hard copy through this form within two weeks. If additional time is required by the department, due to an extended investigation, the student will be notified of the revised decision date. A copy of the petition will be maintained in electronic format in the student’s advising file for future reference. The hard copy will be returned to the student with a decision and rationale indicated, along with the substantiating documentation.

Initial petitions should be made to the following individuals:

- Biomedical Engineering – Graduate Chair (Graduate)
- Chemical Engineering and Materials Science – Department Chair (Undergraduate) or Graduate Director (Graduate)
- Civil and Environmental Engineering – Department Chair (Undergraduate) or Graduate Director (Graduate)
- Electrical and Computer Engineering – Department Chair (Undergraduate) or Graduate Director (Graduate)
- Industrial and Manufacturing Engineering – Undergraduate Director (Undergraduate) or Graduate Director (Graduate)
- Mechanical Engineering – Undergraduate Director (Undergraduate) or Graduate Director (Graduate)
- Basic Engineering Courses and Undecided Students – Associate Dean for Academic Affairs
- Engineering Technology – Division Chair

Policy: Any requests for a waiver of academic policy should be made in advance of taking any action (e.g. registering for a course) that relies on the decision. If such a time line is not followed, students must include in their request the rationale behind the delayed submission of this form. Only petitions filed two weeks or more before the beginning of the intended semester will be guaranteed a response.

Appeals: Academic policy allows a student to appeal a decision made at the department level to the Dean’s Office and the Provost’s Office, in that order. Appeals should only be made in exceptional circumstances – departmental decisions are taken with substantial care and thought. An appeal to the Dean’s Office should be described in a cover letter and should include the reason for the request. The cover letter must be submitted with the hard copy of the petition form, indicating the department’s decision and rationale, and all supporting materials. The appeal must be made within 30 days of the original, departmental decision. A decision will be rendered within two weeks of the receipt of a complete appeals packet.