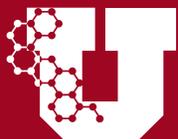


2016-2017



# UNDERGRADUATE HANDBOOK



Department of  
Materials Science & Engineering  

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THE UNIVERSITY OF UTAH

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# Materials Science and Engineering

## Introduction

Materials Science and Engineering inter-twines numerous disciplines, including chemistry, physics and engineering. It is the one discipline within the College of Engineering that still gives the students the opportunity to study science while earning an engineering degree. Materials Scientists apply the principles of physics and chemistry to engineering problems, design and development of new materials. This application is a critical aspect of engineering, as virtually all technological advances are limited by the available materials. As a result of this challenge, Materials Scientists and Engineers are engaged in exploring the numerous ways that materials can enrich everyday lives. Without this effort to discover and develop new materials, our world of computers, wireless phones, biomedical implants, aircraft, autos, and compact disks could not exist.

Materials Science and Engineering is a broad field that encompasses many different classes of materials. These materials include polymers, ceramics, electronic materials, composites, biomaterials, nuclear materials and nanomaterials. The common thread between these materials is the need to improve their processing and properties and continue to develop new materials. Continued research is critical for the advancement and improvement of materials that underlie technologies used to develop energy sources, protect the environment, preserve the national infrastructure, cure diseases, and improve communication.

An undergraduate degree in Materials Science and Engineering can also be a springboard to other careers. For example, an engineering degree coupled with a Master's in Business Administration (MBA) provides an avenue into a career in management or the background for entrepreneurial efforts. Many graduates also choose to pursue a career in medicine or law after obtaining a B.S. in Materials Science and Engineering.

The Department of Materials Science and Engineering prides itself in being a student friendly department. As a modest sized department, class sizes are small, allowing significant interaction with faculty. Many of our faculty have won teaching and research awards. While research is thought to detract from teaching, employing undergraduates to assist in conducting research allows undergraduate students a unique opportunity. This increases one-on-one interactions with faculty and enhances the overall educational experience.

The administrative staff is committed to serving the students. They are an invaluable source of information and students are highly encouraged to make themselves known to the staff. Students are required to visit with the Academic Advisor yearly to plan their next year course of study. It is important for transfer students to make an appointment with the Academic Advisor to make sure that the University of Utah transferred their credits and to know what credits will transfer to the Materials Science and Engineering program.

Additionally, here are some helpful suggestions to heighten your educational experience and to help you be more successful in your studies:

- ✓ Manage your time wisely
- ✓ Utilize university resources such as tutors, resource centers, etc.
- ✓ Utilize your professors by asking questions
- ✓ Make out-of-class contact within the MSE Department
- ✓ **Follow the Program of Study**
- ✓ **DO NOT** try to take too many credit hours

## Important Department People You Should Know

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### **Department Chair**

**Professor Feng Liu**

304 CME

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### **Administration**

**Angela Nelson**

Administrative Officer

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(801) 585-6919

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### **Undergraduate Advisor**

**Marcie Leek**

Academic Advisor

304 CME

(801) 581-6864

[marcie.leek@utah.edu](mailto:marcie.leek@utah.edu)

### **Director of Undergraduate Studies**

**Professor Dinesh Shetty**

Honors Advisor

### **Senior Advisor**

**Professor Dinesh Shetty**

## 2016-2017 Undergraduate SAC

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### **Chair**

Emily Timmins

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### **Vice Chair**

Richard Otero

[u0831759@utah.edu](mailto:u0831759@utah.edu)

### **Vice Chair**

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### **Treasurer**

Sama Alkilani

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### **Social Coordinator**

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### **Outreach Coordinator**

Joshua Winger

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### **Freshman Coordinator**

Christian Robert

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## Materials Science and Engineering Teaching Faculty

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### **Faculty**

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### **Area of Specialization**

Computational Polymers

Professor Reaz Chaudhuri  
[R.Chaudhuri@utah.edu](mailto:R.Chaudhuri@utah.edu)

Composites

Professor Feng Liu  
[fliu@eng.utah.edu](mailto:fliu@eng.utah.edu)

Computational  
Electronic Materials

Professor Shelley Minteer  
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Biofuel Cells/  
Explosive Sensing

Professor Michael Scarpulla  
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Electronic Materials

Professor Dinesh Shetty  
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Ceramics

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Ceramics

Professor Ashutosh Tiwari  
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Nanotechnology/  
Electronic Materials

Distinguished Professor Anil Virkar  
[anil.virkar@utah.edu](mailto:anil.virkar@utah.edu)

Ceramics/  
Electronic Materials

Professor Ling Zang  
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Nanomaterials

## Materials Science and Engineering Mission

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The Mission of the Department of Materials Science and Engineering is to provide an environment that stimulates students learning through teaching, research, and service within the University and the community and provide tools necessary to be competitive in technical and critical thinking as well as communication skills that will contribute to the desire of life-long learning in either an academic or industrial profession.

### **The Program Educational Objectives of the Materials Science and Engineering**

**Program.** Graduates of Materials Science and Engineering are expected to:

- Contribute to their chosen materials science and engineering related professions and be successful in their careers.
- Continue to expand their knowledge of materials science and engineering through continued education and learning and seek opportunities for growth and leadership.
- Exercise professional responsibility in dealing with a broad range of global issues that promotes the well-being of society.

### **The Program Outcomes of the Materials Science and Engineering Program are:**

- Students will have an ability to apply mathematical, scientific, and engineering knowledge to solve materials related problems.
- Students will have an ability to design and conduct experiments, characterize materials, and properly interpret data in order to understand materials behavior.
- Students will have an ability to select or design a materials based system, component, or process to meet desired needs within realistic constraints, such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- Students will have an ability to function on teams whose members have interdependent and complementary skills.
- Students will have an ability to identify, formulate, and solve materials-related problems, and understand the structure, properties, processing, and performance of materials.
- Students will have an understanding of professional and ethical responsibility for engineering.
- Students will have an ability to communicate technical information effectively in oral and written form.

- Students will have an ability to acquire a broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal issues.
- Students will have a recognition of the need for, and an ability to engage in life-long learning.
- Students will have an awareness and understanding of current trends and materials application that affect the materials science and engineering profession.
- Students will have an ability to use the techniques, skills, and modern engineering tools necessary in materials engineering practices.

# Materials Science and Engineering Undergraduate Program

Materials Science and Engineering is an integrated discipline of chemistry, physics and engineering. This is reflected in our Program of Study. The student receives a foundation of basic chemistry, physics and engineering coursework during their first two years. These courses are then woven into a Materials Science and Engineering framework.

The detailed Program of Study is shown below. This must be used as a guideline to complete the degree requirements. Most courses have prerequisites that must be completed first. Prerequisites can be found in the current University of Utah General Catalog which can be found online at: [www.acs.utah.edu/GenCatalog](http://www.acs.utah.edu/GenCatalog). Also, many courses and all MSE courses are only offered one semester per year, please plan carefully. The Program of Study is a roadmap to be used in planning your degree. It is necessary that students follow the Program of Study as closely as possible; any deviation must be arranged in advance with the Academic Advisor. Taking courses out of sequence may result in a conflict, particularly if a student is planning to continue in the combined BS/MS program.

## Materials Science and Engineering Program of Study

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<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
CHEM 1210 (4)	CHEM 1220 (4)	PHYS 2210 (4)	PHYS 2220 (4)
CHEM 1215 (1)	CHEM 1225 (1)	ME EN 2010 (3)	MSE 3061 (3)
MATH 1310 (4)	MATH 1320 (4)	MATH 2250 (4)	MATH 3140 (4)
MSE 1800 (1)	MSE 1801 (1)	MSE 2010 (4)	CHEM 2310 (4)
LEAP 1501 (3)	LEAP 1500 (3)		CS 1000 (3)
WRTG 2010 (3)	Am. Institutions (3)		
<i>Total Credits-16</i>	<i>Total Credits-16</i>	<i>Total Credits-15</i>	<i>Total Credits-18</i>
<b>THIRD YEAR</b>		<b>FOURTH YEAR</b>	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
MSE 3010 (3)	MSE 3011 (4)	MSE 5098 (2)	MSE 5099 (2)
MSE 3032 (4)	MSE 3310 (3)	Tech Elective (3)	Tech Elective (3)
MSE 3210 (3)	MSE 5025 (3)	Tech Elective (3)	Tech Elective (3)
MSE 3410 (3)	MSE 5034 (3)	Gen Ed. (3)	Gen Ed. (3)
ECE 2200 (1.5)	MSE 5090 (3)	Gen Ed. (3)	Gen Ed. (3)
<i>Total Credits-14.5</i>	<i>Total Credits-16</i>	<i>Total Credits-14</i>	<i>Total Credits-14</i>

## Technical Electives

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Students are required to complete four (4) 5000 level or above courses as their Technical Electives. Two (2) of the four (4) courses must be 5000 level MSE courses. One (1) of the four (4) courses must be a Metallurgical Engineering course from an approved list. One (1) of the four (4) courses can be selected from Metallurgical Engineering, ME EN 5520 (Composite Materials) or Nuclear Engineering. See Academic Advisor for more information.

## Admission Policy

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It is the policy of the Department of Materials Science and Engineering that every student who aspires to become an engineer should have an opportunity to obtain that goal. Students admitted to the University of Utah may designate Materials Science and Engineering as a major and begin a program under the Pre-Materials Science and Engineering classification.

Students must be approved for Intermediate Status in order to take sophomore level courses (2000 to 3000) in the College of Engineering. Students must be approved for Major Status to be eligible to take junior and senior level courses (3000 and above) in Materials Science and Engineering. Students must be admitted to the University of Utah before applying for either Intermediate or Major Status. Students transferring from other schools will be considered for admission on the same basis as students who have completed all of their course work at the University of Utah.

## Intermediate Status

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Admission to Intermediate Status is based on performance in the freshman-level course work listed below. All courses listed below must be completed before a student can apply for Intermediate Status. Students must complete listed courses with a “C” or better grade to be approved for Intermediate Status. Students who do not receive a “C” or better will be required to take the course a second time. Failure to obtain a “C” or better on the second attempt will result in dismissal from the program.

Applications for Intermediate Status can be obtained from the Academic Advisor. Completed applications must be returned to the Academic Advisor within one week.

Students who are currently registered for courses on the list shown below should still apply for Intermediate Status. Decisions on Intermediate Status will not be issued until final grades for the current semester are posted.

MATH 1310	4.0 Engineering Calculus I
MATH 1320	4.0 Engineering Calculus II
CHEM 1210	4.0 General Chemistry I
CHEM 1215	1.0 General Chemistry Lab I
CHEM 1220	4.0 General Chemistry II
CHEM 1225	1.0 General Chemistry Lab II
MSE 1800	1.0 Contemporary MSE I
MSE 1801	1.0 Contemporary MSE II
LEAP 1500	3.0 Engineering Leap I
LEAP 1501	3.0 Engineering Leap II
	<hr/>
	<b>26.0</b>

Students who have Advanced Placement (AP) Credit or Transfer Credit may request to have these credits replace the courses. Exceptions are made, by the Academic Advisor, to the students DARS report to reflect the approval.

## Major Status

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Admission to Major Status is based on performance in the courses listed below. All courses listed must be completed before a student can apply for Major Status. Students must complete listed courses with a “C” or better grade to be approved for Major Status. Students who do not receive a “C” or better will be required to take the course a second time. Failure to obtain a “C” or better on the second attempt will result in dismissal from the program.

Applications for Major Status can be obtained from the Academic Advisor. Completed applications must be returned to the Academic Advisor within one week. Students who are currently registered for courses on the list shown below should still apply for Major Status. Decisions on Major Status will not be issued until final grades for the current semester are posted.

CHEM 2310	4.0 Organic Chemistry I
MATH 2250	4.0 ODEs and Linear Algebra
MATH 3140	4.0 Vector Calculus & PDEs for Engineers
PHYS 2210	4.0 Physics for Scientists & Engineers I
PHYS 2220	4.0 Physics for Scientists & Engineers II
ME EN 2010	3.0 Statics
MSE 2010	4.0 Introduction to Materials Science & Engineering
CS 1000	3.0 Engineering Computing
	<hr/>
	<b>30.0</b>

## Grading Policy

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Materials Science & Engineering Undergraduates are required to take all MSE courses and receive a grade of “C” or better in order to advance to higher level MSE courses. If a student does not receive a “C” or better in a MSE course they will be required to retake the course. Failure to receive a “C” or better on the second attempt will result in dismissal from the program.

A cumulative grade point average of 2.3 or higher must be maintained for all courses completed towards a degree in Materials Science and Engineering. For all courses not required for intermediate or Major Status and are outside of MSE, no individual grade below a “C” will be accepted. All courses must be taken for letter grade.

Students who fall below the GPA of 2.3 will be put on probation. Students on probation must raise their cumulative GPA above a 2.3 within 12 months or they will be dropped from the program.

## Declassification Policy

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It is the goal of the Materials Science and Engineering Department to successfully graduate all Materials Science and Engineering students. However, any student who does not perform satisfactorily may be dropped from the program. “Satisfactory performance” must be evaluated individually, but generally consists of meeting the standards of professional and ethical conduct that are expected of engineers (and hence engineering students), and maintaining satisfactory academic progress. While it is impossible to give an exhaustive list of actions that could cause us to revoke Intermediate or Major Status, examples include:

- Cheating or plagiarizing
- Abuse of faculty or teaching assistants
- Other serious violation of the student behavior code ([www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html))
- Allowing your cumulative GPA to drop below a 2.3

After a probationary student has completed 15 credit hours of appropriate technical classes with letter grades at the University of Utah, they must reapply for admission to Materials Science and Engineering, either Intermediate or Major Status. If the student has met the specified GPA they will be accepted. Students who are not accepted at this point will not be permitted to continue taking courses in Materials Science and Engineering.

## Advance Placement Credit

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The AP Table indicates the scores the department will accept for placement in Physics, Chemistry, Math, and English classes. The classes shown may be used toward graduation requirements. Although the University of Utah grants credit for AP scores of 3 and above, the Materials Science and Engineering Department does not accept scores of 3 to clear major requirements. The MSE Academic Advisor should be contacted for an appointment to discuss each student's individual situation.

Subject	AP Score	U of U Course	Suggested Placement	Credit Hours
Calculus AB	4	MATH 1210	MATH 1311	4
	5	MATH 1210	MATH 1311	4
Calculus BC	4	MATH 1311	MATH 1321	4,4
	5	MATH 1311	MATH 1321	4,4
Physics C, Mechanics	4	PHYS 2210	PHYS 2220	4
	5	PHYS 2210	PHYS 2220	4
Physics C, Elect & Mag	4	PHYS 2220		4
	5	PHYS 2220		4
Chemistry	4	CHEM 1210, 1220	CHEM 2310	4,4
	5	CHEM 1210, 1220	CHEM 2310	4,4
English	4	WRTG 2010		3
	5	WRTG 2010		3

\*AP Tests do not give credit for CHEM 1215 and 1225 (Chemistry Labs). You may want to speak with the Chemistry Department about credit for the lab courses.

## General Education Requirement

All students (transfer students included) are required to fulfill the general education and bachelor's degree requirements as set forth by the University of Utah's Undergraduate Bulletin. The Department requires that the following courses be completed:

<b>GENERAL EDUCATION REQUIREMENTS</b>	
<u>American Institutions (AI)</u>	
Writing (WR)	WRTG 2010
<u>Quantitative Reasoning (QA and QB)</u>	
Quantitative Reasoning – Math (QA)	MATH 1310
Quantitative Reasoning – Statistics/Logic (QB)	MATH 1320
<u>Intellectual Exploration (IE)*</u>	
Fine Arts (FF)	
Fine Arts (FF)	
Humanities (HF)	LEAP 1501 (E-LEAP)
Humanities (HF)	
Social/Behavioral Science (BF)	LEAP 1500 (E-LEAP)
Social/Behavioral Science (BF)	
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<u>Upper-division Communication/Writing</u>	MSE 5090
<u>Diversity</u>	LEAP 1500 (E-LEAP)
<u>International Requirement</u>	
BS Quantitative Intensive Requirement (QI)	MSE 3011
2 of these 3 required courses will fulfill this requirement	MSE 3061
	MSE 5034

\* In addition Materials Science and Engineering students are required to take two IE courses at 3000 level or above.

## Repeating Courses

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**Courses can be repeated only once. The second grade counts.**

Grades of W, I, or V on the student's record count as having taken the course. Students who take a required course twice and do not have a satisfactory grade the second time may not be able to graduate. Students must meet with the Academic Advisor before attempting to repeat a course a second time.

## Transfer Students

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Students with transfer credit must meet with an Academic Advisor as soon as they are admitted to the University of Utah and have declared Materials Science & Engineering as their major. In-State Transfer Credit is evaluated using the State Articulation Guide. Out-of-State Transfer Credit is evaluated on a case-by-case basis using course descriptions from the transfer school. **Transfer students are required to take PHIL 3500, 3520, or 3530, regardless of their completing the General Education requirements at their transfer institution.**

## E-LEAP

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All incoming freshman are required to register and complete the Engineering LEAP (E-LEAP) series. The E-LEAP series will complete two general education requirements and the diversity requirement. See General Education section for more details.

# Senior Design Project

The senior design project is a capstone project that prepares the student for engineering design practice. It provides an avenue to determine if the student has an integrated understanding of the scientific and engineering principles.

MSE 5090 Case Studies is the pre-requisite to MSE 5098 Senior Design and MSE 5099 Senior Thesis. Students must take MSE 5090 Spring Semester of their Junior Year. **NO EXCEPTIONS.** Students not prepared for senior level courses will not be permitted to take MSE 5090.

## Required Courses

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The required senior design project consists of two courses taken during the senior year.

- Senior Design (MSE 5098) Fall Semester – 2 credits – Senior Year
- Senior Thesis (MSE 5099) Spring Semester – 2 credits – Senior Year

## Group Component

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Senior Design Project are group projects with the size of the team varying based on class size. If the student is a BS/MS student or an honors student should be a team leader for their respective groups. The Honors Students would need to complete an individual paper per the Honors College Requirement.

The projects will be identified by the Senior Design/Thesis Advisor who has previously obtained from all participating Materials Science and Engineering faculty, possible projects. The students will rank their interest in each project presented by the faculty based on the interest of the student (ceramics, composites, computation, electronic materials and polymers). The Senior Advisor will create the teams based on the input from the students.

## Design Component

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**Senior design projects must be design projects and not research projects.** Please see the Academic Advisor for more detailed instructions. Senior Thesis will follow the current format. Grading will be done by a committee, with input from the Senior Advisor and the Faculty advisor for the teams. This will be based on the participation in

both MSE 5098 (faculty advisor input) and MSE 5099 (senior advisor input). Both the faculty advisors and the senior advisor will submit a report on the participation of each student on each team to the academic advisor to be used in the meeting to discuss the grades. Grades for both MSE 5098 and MSE 5099 will be assigned for each student after the meeting.

## Grading

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Grades will not be given for MSE 5098 and MSE 5099 until the senior design and thesis project has been completed and signed off by the faculty advisor, the senior advisor, and the department chair.

The completed senior design project is due the last day of classes of the Spring Semester the student is enrolled in MSE 5099, regardless if the student has classes to take Summer or Fall Semester. The Senior Thesis must be signed by the faculty project advisor and ready for submission to the Senior Advisor for his signature before the due date. **NO EXCEPTIONS.**

# Combined B.S./M.S. Program

The Department of Materials Science and Engineering offers a combined BS/MS degree program intended to foster undergraduate research and to accelerate progress toward a M.S. degree. This is a research intensive degree and offers students interested in expanding their research skills the opportunity to work in a research lab.

## Admission Requirements

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Only full time domestic students currently enrolled in Major Status in the Materials Science and Engineering program can be admitted to the combined BS/MS Program.

**International students are not eligible for the BS/MS degree.**

Applicants for admission to the B.S./M.S. program must have major status in Materials Science and Engineering at the University of Utah. A minimum cumulative GPA of 3.5 is required for admissions to the combined program.

See Academic Advisor for further consultation regarding this program

## Research and Thesis

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For undergraduate students interested in a vigorous pursuit of research the BS/MS program allows the student to expand the research of the student's Senior Design Project to a M.S. thesis. The Senior Design requirements still must be met to complete the B.S. requirements.

The M.S. portion of the Research Project should be an expansion on the research that was done to complete the B.S. portion of the Senior Design as well as working with the same advisor.

Students in the combined B.S./M.S. program begin research during the senior year. The M.S. thesis topic is expected to be an outgrowth of the required senior design project. The advisor of the senior design project is the same advisor for the M.S. thesis. Senior design project should be a design component of the overall master's thesis project. This can include but is not limited to designing a system to be used in the master's research or designing a component or part to be used in the research.

# Honors in Materials Science and Engineering

In order to be an Honors Student in Materials Science and Engineering, students must have been admitted to the University of Utah Honors College at admissions time. Students who are honors student need to work with the Academic Advisor to make sure they are taking the appropriate courses for their Honors Degree.

## Honors Requirements

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### The courses consist of:

- 3 Core Honors Courses
- 4 Elective Honors Courses
- Honors Thesis Project

Freshman are required to have an admission index score of 120 or higher, must have taken either the ACT or SAT, and have a high school grade point average (GPA) of 3.5 or above. Continuing students or transfer students must have a 3.5 GPA or higher. Students must maintain a GPA of 3.5 to remain in the program. Students may be admitted to the program upon application and before they enter their respective major.

## Honors Thesis

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Honors student must complete an Honors Thesis. Honors student are required to submit a completed Honors Thesis Proposal Form to the Honors College during the Junior Year. The proposal form must be signed by the Department Honors Advisor and the Senior Thesis Advisor.

Honors students are required to present their thesis work at the annual Undergraduate Research Symposium at the University of Utah, which is in early April. The Honors College will contact the student about deadlines and requirements.

Honors students are also required to publish their thesis abstract in the *University of Utah Undergraduate Research Abstract Journal*. This is due mid-March of the senior year. The Honors College will contact the student for formatting guidelines and deadlines.

Honors students are strongly encouraged to publish in other peer reviewed journals based on their research interest.

Honors Thesis is due to The Honors College on the last day of classes, which is the department deadline for all Senior Design Projects. The honors thesis must be signed by the Senior Thesis Advisor, the Departmental Honors Advisor, Senior Thesis Advisor, and the Department Chair before it is submitted to The Honors College for the Dean of The Honors College signature. Check with The Honors College for number of copies required. Materials Science and Engineering will accept The Honors College formatting of the thesis for submission to complete the department requirements.

# Other Undergraduate Information

## Graduation

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The following process is recommended to help students prepare for graduation:

- During Spring Semester of the junior year, a DARS report is generated by the Academic Advisor.
- During an appointment with the Academic Advisor the DARS report is evaluated with the student. Any problems detected during this appointment are verified and, if necessary, corrected as an exception to the student's DARS report.
- The student is advised what courses are still missing and a time-line schedule is discussed with the student for the senior year to ensure that they will complete their program requirements in order to graduate on time.

It is important that you communicate with the Academic Advisor about your intended graduation date, if it is not Spring Semester.

In order to graduate, students must meet all of the University of Utah requirements as well as the department requirements for graduation.

## Applying for Graduation

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### **Graduation and Application Deadlines:**

Spring Graduation (May) must apply by **November 1** of preceding Fall Semester

Summer Graduation (August) must apply by **February 1** of preceding Spring Semester

Fall Graduation (December) must apply by **June 1** of preceding Summer Semester

Failure to take the appropriate steps and apply for graduation by the deadline will result in a \$10 late fee and may delay the student's graduation date. Students are able to renew their graduation application once without penalty. Any additional renewals are \$10 each.

Additional information regarding graduation can be found at:

<http://www.sa.utah.edu/regist/pages/graduation.htm>

## Leave of Absence Policy

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Any student that has obtained admission into the Department of Materials Science and Engineering but then does not enroll in the University of Utah for a period of two or more consecutive semesters (not including summer), will be required to fulfill the degree requirements that are in place upon their return to the Department of Materials Science and Engineering. The student may petition the appropriate advisor to apply courses previously taken to present degree requirements. These will be considered on a case-by-case basis. The student will not have to apply for re-admission to the department as long as he or she remains in good standing with a cumulative grade point average of 2.3 and is making satisfactory progress toward a degree.

## Scholarships

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Scholarships are available to incoming freshman, as well as continuing students, from the College of Engineering as well as the Department of Materials Science and Engineering. All students interested in a Materials Science and Engineering degree are encouraged to apply. Deadlines for most incoming Freshman Scholarship vary from 1 February (University deadline) to 15 February (College of Engineering and Department deadline). Additional scholarship information is available on the Materials Science and Engineering website. In order to be eligible for departmental scholarships, students must apply for the College of Engineering scholarships. Departmental scholarships will be awarded to eligible students once the College of Engineering scholarships have been awarded.

# University Policies

## Withdrawal Procedures

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**Definition of Drop** – implies that the student will not be held financially responsible and a “W” will not be listed on the transcript.

**Definition of Withdraw** – means that a “W” will appear on the student’s transcript and tuition will be charged.

**Drop Period** – Student may DROP any class without penalty or permission during the FIRST TEN calendar days of the term.

**Withdrawal from Full Term Length** –Beginning the eleventh calendar day and continuing through the midpoint of the term, students may withdraw from a class or the University without instructor/department permission. After midpoint of the term, students may petition the deadline for withdrawal if they have a nonacademic emergency. A petition and supporting documentation must be submitted to the Dean’s Office, 1610 Warnock (WEB) or University College (450 SSB, if you are a pre-major). Petitions must be received before the last day of classes (before finals week).

**Check the academic calendar for specific drop and withdrawal dates.**

## Adding Classes

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**ALL CLASSES MUST BE ADDED WITHIN TWO WEEKS OF THE BEGINNING OF THE SEMESTER.**

Adding classes after the deadline is not permitted in the College of Engineering, and requires a petition letter.

## Appeals Procedures

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See the Code of Student Rights and Responsibilities, located in the Class Schedule or on the U of U web site for more details.

## Appeals of Grades and other Academic Actions

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If a student believes that an academic action is arbitrary or capricious he/she should discuss the action with the involved faculty member and attempt to resolve. If unable to resolve, the student may appeal the action in accordance with the following procedure.

- 1)** Appeal to the Department Chair (in writing) within 40 working days; chairs must notify student of a decision with 15 days. If the faculty member or student disagrees with decision then,
- 2)** Appeal to Academic Committee (see flyers posted in MEB and WEB for members of committee). See II Section D, Code of Student Rights and Responsibilities for details on Academic Appeal Committee hearings.

Additional information regarding these policies can be found at:

<http://www.sa.utah.edu/regist/>

## Americans with Disabilities Act Information

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The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in classes, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD) to make arrangements for accommodations.

