

CHECKLIST FOR INTERDISCIPLINARY GRADUATE STUDY

Student Responsibilities

- Complete the “Request for Interdisciplinary Graduate Study” (ADV Form 1)
- Specifically identify the “purpose of the proposed interdisciplinary study” as requested on the form, including a justification as to why the proposed research is best accomplished as an interdisciplinary study, rather than as a traditional graduate study program in the ME Department.
- Specifically identify the “study requirements and curriculum” as requested on ADV Form 1, including a “persuasive justification” for any changes from the ME Department’s regular Program of Study requirements.
- Specifically identify a professor in the ME Department who will serve as the host department advisor. This professor will serve on the graduate committee and will help ensure compliance with ME Department policies and standards.
- Ensure that a majority of the graduate committee are faculty members in the BYU Department of Mechanical Engineering.
- Ensure that the student, graduate committee chair, and the host department advisor sign the Mechanical Engineering Checklist for Interdisciplinary Graduate Study (below).
- Discuss the request with the ME Department Graduate Advisor to ensure that ADV Form 1 is completed correctly and that the ME Department maximum participation rate as noted above has not already been met.

Graduate Committee Chair Responsibilities

- Provide a current CV. A faculty member serving as the graduate committee chair of a BYU Mechanical Engineering graduate student must meet the graduate faculty standards of the ME Department.
- In consultation with the host department advisor, develop an advisement plan that allows for adequate supervision of the mechanical engineering components of the proposed interdisciplinary research.
- Ensure that all ME Department procedures for graduate study, as outlined in the ME Graduate Studies Student Handbooks (except as noted and approved on ADV Form 1) are met.

- In consultation with the host department advisor, complete the ME Department biannual evaluations of student progress.

Host Department Advisor Responsibilities

- In consultation with the proposed graduate committee chair, develop an advisement plan that allows for adequate supervision of the mechanical engineering components of the proposed interdisciplinary research.
- Submit form ADV Form 1, this checklist, and the advisement plan to the ME Department graduate advisor, along with a verbal recommendation regarding the application.
- Ensure that all ME Department procedures for graduate study, as outlined in the ME Graduate Studies Student Handbooks (except as noted and approved on ADV Form 1) are met.
- Ensure that the thesis work meets ME Department standards for graduate work.
- In consultation with the student's graduate committee chair, complete the ME Department biannual evaluations of student progress.

[Turn this signature page into the ME Graduate Program Manager]

Signatures

I understand that I am responsible for abiding by all policies and procedures for graduate study in the Department of Mechanical Engineering, as outlined in the ME Graduate Studies Student Handbooks except as noted and approved on ADV Form 1: Request for Interdisciplinary Graduate Study.

Student Signature

Date

Student's Graduate Committee Chair Signature

Date

Host Department Advisor Signature

Date