



IUPUI

**DEPARTMENT OF  
MECHANICAL ENGINEERING**

SCHOOL OF ENGINEERING AND TECHNOLOGY

Indiana University–Purdue University  
Indianapolis

Date: October 26, 2016

To: Dr. Janice Blum  
Associate Vice Chancellor for Graduate Education at IUPUI  
Associate Dean, University Graduate School, Indiana University

RE: Purdue Approval of One Member Advisory Committee for Non-Thesis MSME Students

Dear Professor Blum,

The MSME Degree Program in the Mechanical Engineering Department at IUPUI would like to be granted permission to use a one-member committee in place of the current three-member committee for NON-THESIS MSME students. Typically NON-THESIS MSME students earn 30 credits with only coursework, since they do not have any research requirements. As the chair of our graduate education committee, I would therefore like to be the signatory authority for this program's Plan of Study.

In a related matter, we would also like to request the program be allowed to omit the current FORM 7 requirement for NON-THESIS MSME students as we already have and monitor criteria for these students. NON-THESIS MSME students must meet the following criteria:

- Complete 30 credit hours of coursework
- Grade of B or above in core coursework
- Minimum PLAN of STUDY GPA of 3.0

The Mechanical Engineering Academic Advisor and Graduate Program Administrator, Jerry T. Mooney, currently tracks, and will continue to take on this responsibility of tracking the progress of students on this MSME path. Approval of this request will enable a more efficient and less cumbersome process to facilitate the audit/certification process.

Thank you.

Regards,

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