

## Mechanical Engineering Shared Credit Application Packet Instructions

**Deadline Dates: for Fall July 31<sup>st</sup>, for Spring November 30<sup>th</sup> and for summer April 30<sup>th</sup>**

Items needed to assist you in this application:

- Review graduate program information on the Graduate Studies website <https://grad.unm.edu/home/>
- Review Graduate program information on the ME website <https://me.unm.edu/> click on Students then Graduate.
- Shared Credit Application
- MSME Worksheet for Shared Credit
- Your LoboTrax Degree Audit

If your degree GPA is a 3.5 or higher you will need to submit:

- Shared Credit Application
- MSME Worksheet

If your degree GPA is 3.0 to 3.4999 you will need to submit:

- Shared Credit Application
- MSME Worksheet
- **PLUS**, a letter of recommendation from your faculty advisor **sent to your academic advisor**.
- **PLUS**, a personal statement indicating reasons for interest and suitability for the Shared Credit Program.

### Shared Credit Application:

- Section I is self-explanatory to complete most of the information needed. The “Program/Degree” GPA is listed on the LoboTrax degree audit alongside the BSME Sr. Design or FSAE option roadmaps.
- Section II make sure to read this information and if you have questions ask your academic advisor. Initial each statement to indicate that you understand and agree.
- Section III is self-explanatory.

### MSME Worksheet for Shared Credit:

- Review the Graduate information on the Graduate Studies & ME websites.
- Complete the top two lines with your information.
- Previous semester class schedules in the Registration Portal may provide information as to when courses are offered to help complete the rest of the worksheet.
- List the semester and the year you plan to take each course, i.e. F/24, Sp/24, etc., for every course.
- Indicate the course number and the credits hours of the courses your plan to take.
- Indicate the course name of the courses your plan to take.
- Check mark “✓” if the course is a Graduate Core course.
- Indicate when you plan to take Graduate Seminar courses (ME 591 & 592).
- Indicate when you plan to take Thesis hours or Design Project hours (Plan 1 or Plan 2).
- Total (add up) the hours you have listed- it must match the plan you indicated.
- Please remember, this is a tentative plan. It is not set in stone. Once accepted into Shared Credit you can decide to take a different class – consult your advisor though! And once admitted to the MSME program, your choice of Plan and courses can change AND THAT IS OKAY!

Letter of Recommendation (if needed): Have your faculty advisor email it to your academic advisor

Personal Statement (if needed): Submit with your packet

**Submit via email a complete packet to your academic advisor by the deadline dates noted above.**

# Shared Credit Application

**SECTION I: Complete each of the following sections. Complete all the information areas**

\_\_\_\_\_  
Student's Last Name, First Name

\_\_\_\_\_  
UNM ID #

\_\_\_\_\_  
UNM Email

\_\_\_\_\_  
Estimated BSME Graduation Sem/Yr.

Current BSME Track (*check one*): \_\_\_\_ Sr. Design or \_\_\_\_ FSAE

Proposed MSME Degree Plan (*check one*): \_\_\_\_ Plan I \_\_\_\_ Plan II \_\_\_\_ Plan III (including Space Systems ONLINE ONLY)

Program/Degree GPA - this GPA can ONLY be found on your *LoboTrax* Degree Audit \_\_\_\_\_.

**SECTION II: Place your initials next to each of the following statement indicating you understand and agree to the following SoE Shared Credit Program: ME Policy & Procedure**

\_\_\_\_\_ A maximum of 12 hours of approved graduate-credit- eligible courses may be taken in undergraduate status and applied again (shared) to the graduate degree.

\_\_\_\_\_ All courses taken for Shared Credit must have a grade of "B" or higher to count in BSME and MSME.

\_\_\_\_\_ Initially, these courses are placed on the transcript at the undergraduate level. When the student's Program of Studies form is processed via Graduate Studies for the MS degree, the "shared" course graduate level designation is added to the student's transcript.

\_\_\_\_\_ The BSME degree is awarded when it is completed.

\_\_\_\_\_ Students must be admitted to the graduate program the semester immediately AFTER they complete the BSME degree.

\_\_\_\_\_ Time-to-degree for the graduate portion of the program begins in the senior year of the undergraduate degree. Standard Graduate Studies Leave of Absence policy and re-admission procedure apply to students in Shared-Credit Programs. However, upon re-admission the student is no longer eligible for the Shared-Credit Program and courses taken while an undergraduate will not be applicable to a graduate degree.

\_\_\_\_\_ Admission to the Shared Credit Program is not an automatic admission to the ME Graduate Program. Students are required to formally apply to the ME Graduate program yet exempt from taking the GRE, and will be reimbursed the application fee.

**SECTION III: Please read the following statement and sign that you agree and want to move forward with the review of your application.**

**STUDENT:** I certify that I have read and understand the SoE Shared Credit Program: Mechanical Engineering policy as indicated by my initial in Section II. My faculty advisor and I have discussed the Shared Credit Program and at this time feel it is a good fit for my academic and career goals.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## MSME Shared Credit Worksheet

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

MSME Plan you wish to follow: \_\_\_\_\_ How many total credits is that MSME Plan? \_\_\_\_\_

For MSME course requirements, review the ME website: <https://me.unm.edu/students/graduate/index.html>.

**Pay specific attention** to the sections on Graduate Core and the MS Degree.

List the courses you plan to take in your graduate degree, including the courses that will be “shared” with your BSME degree. Students may “share” up to 12 credit hours (approximately 4 courses that will be applied to your ME Electives/ME Tech Elective requirements in the BSME). These courses will require you to earn a final grade of B or higher. All planned courses are just that, “planned”. Plans can change after your accepted/admitted.

In this section list the ME 500 level courses you plan to take as Shared Credit to count toward **both** degrees:

Semester/Year	Course #	Credits	Course Title	Grad Core? Check if Yes
			Total credits this section	

In this section, list the 500 level courses you plan to take to finish the MSME degree **once admitted** to the grad program:

Semester/Year	Course #	Credits	Course Title	Grad Core? Check if Yes
FALL _____	ME 591	1	Graduate Seminar ( <b>REQUIRED for all Plans</b> )	NA
SPRING _____	ME 592	0	Graduate Seminar ( <b>REQUIRED for all Plans</b> )	NA
	ME 599	3	Master Thesis (Required for Plan 1)	NA
	ME 599	3	Master Thesis (Required for Plan 1)	NA
	ME 559	3	Design Project (Required for Plan 2)	NA
			Total Credits for this section	
			Credits from top section	
			<b>Overall Total (Plan 1 = 31, Plan 2 = 34, Plan 3 = 34)</b>	