

MEME / MEP Graduate Student Handbook

Master of Engineering in Manufacturing Engineering (MEME) University of New Mexico · School of Engineering

A quick-reference guide for degree planning, advising, forms, deadlines, and graduation.

Start here: Confirm your concentration and completion plan early, meet with the MEP graduate advisor, and plan backward from your intended graduation term. Verify substitutions and deadlines before acting on them.

1. Your MEP Team

Contact	Role	When to Contact
Dr. Matthias Pleil mpleil@unm.edu	Director, Manufacturing Engineering Program	Program direction, degree/program questions, faculty/project issues
Dr. Nathan Jackson njack@unm.edu	Associate Director, Manufacturing Engineering Program	Program questions and academic/program support
Carol Jimerson carolj@unm.edu	Graduate Advisor for MEP	Academic planning, forms, Program of Studies, graduation process
DiAnn Archuleta dparchuleta@unm.edu	Administrative Assistant	MEP administrative support

Rule of thumb: degree/forms → Carol or MEP leadership; research/project → faculty advisor; university-wide graduate policy → Graduate Studies.

2. MEME Degree at a Glance

The MEME is a multidisciplinary, professionally oriented graduate engineering degree that combines manufacturing engineering, systems, quality, management, and applied industry work. Typical completion is about 3–4 semesters, depending on course availability and the selected completion plan.

CIM	MEM	SMM
Computer Integrated Manufacturing 33 credits Computing, networks, automation, digital manufacturing, manufacturing systems	Mechanical & Equipment Manufacturing 33 credits Mechanical systems, equipment, DFM, controls, robotics, production	Semiconductor & Microsystems Manufacturing 31 credits Semiconductor processing, micro/nano fabrication, MEMS, quality, management

Important: Your approved Program of Studies (POS), not a generic checklist, is the official record of the coursework applied to your degree.

3. Choose a Completion Plan

Plan	Path	Key Elements	Best Fit
Plan I	Thesis	6 hours of thesis (599); faculty advisor; committee; formal thesis defense	Students seeking substantial research experience or possible doctoral study
Plan II	Project	3-hour project plus elective(s); Committee on Studies; proposal; applied project; final presentation/defense	Students interested in an applied manufacturing or industry-centered project
Plan III	Coursework	No thesis or project; electives complete degree requirements; POS and graduation paperwork still required	Students seeking a coursework-focused professional degree

4. Academic Expectations & Good Habits

- Maintain a cumulative graduate GPA of at least 3.0 and remain in good academic standing.
- Normally, no more than 6 credit hours of C, C+, or student-selected CR coursework may be applied toward a graduate degree, subject to university rules and exceptions.
- Review LoboWeb each term for your program, grades, GPA, and registration status. Resolve errors early.
- For Plan I or II, identify a faculty advisor early and form your Committee on Studies before the final semester.
- Confirm electives and substitutions before registering; do not assume an alternate course will count.
- Read UNM and MEP email. Course offerings, policies, and deadlines can change.

5. Plan I / Plan II: Committee & Project Milestones

Committee on Studies (COS)

For thesis/project pathways, the typical MEP Committee on Studies has four members:

- Chair: full-time tenured or tenure-track School of Engineering faculty member who participates in MEP, or a Category 3 faculty member affiliated with MEP.
- Second member: full-time tenured/tenure-track engineering faculty member.
- Third member: may be full-time, part-time, or adjunct faculty.
- Fourth member: typically an industrial member, such as a manager or engineer from the sponsoring company.
- Cross-department rule: either member #2 or #3 must be from a department different from the COS chair.

Timing: MEP recommends forming the COS and holding the first meeting by the next-to-last semester before graduation.

Plan II Project Workflow

Step	Milestone	What to Do
1	Identify	Manufacturing/company problem and faculty advisor
2	Form COS	Build and formalize the four-member committee

Step	Milestone	What to Do
3	Propose	Prepare an approximately 10-page proposal with technical scope, expected return/benefit, and schedule
4	Approve	Committee reviews and approves the project scope
5	Execute	Complete the work, communicate major changes, and prepare the final report
6	Defend	File examination paperwork, distribute the report, present, and make required revisions

Key principle: A Plan II project is not formally approved until the full Committee on Studies approves the project plan.

6. Forms & Graduation Deadlines

Program of Studies (POS)

The POS is the official master's degree plan and lists the coursework that will be used to satisfy the MEME degree. Graduate Studies must approve it before a master's examination or thesis defense.

Graduation Term	POS Due to Graduate Studies
Spring	October 1
Summer	March 1
Fall	July 1

Plan ahead: These are Graduate Studies receipt deadlines. Submit to MEP early enough for faculty/program review and signatures.

Announcement of Examination

Required for Plan I thesis defenses and Plan II project examinations. Work backward from the intended exam date:

1. Student and advisor select the date.
2. MEP should receive the form at least 3 weeks before the proposed examination.
3. MEP forwards the approved request so Graduate Studies receives it at least 2 weeks before the examination.
4. Meet Graduate Studies enrollment requirements during the examination/defense term.

Graduation Deadlines

Graduation Term	Intent to Graduate — MEP	All Degree Requirements — Graduate Studies
Fall	July 1	November 15
Spring	December 1	April 15
Summer	May 1	July 15

Reminder: These are deadlines, not recommended target dates. Thesis/project students should defend early enough to allow revisions, approvals, and grade processing.

7. A Practical 3–4 Semester Timeline

When	Recommended Actions
Semester 1	Confirm concentration and Plan I/II/III; meet with Carol/advisor; begin core courses; start identifying a project/thesis topic if applicable.
Semester 2	Continue core and electives; Plan I/II students form the COS; develop proposal/project scope; identify the likely graduation term.
Semester 3	File the POS by the applicable deadline; continue/complete project or thesis work; prepare for examination/defense.
Final semester	File Intent to Graduate; complete remaining courses; file Announcement of Examination if required; defend/finish all degree requirements.

8. Resources, Funding & International Students

Resource	Where	Use It For
MEP website	mfg.unm.edu	Degree curricula, Committee on Studies, MEP forms/deadlines, contacts
Graduate Studies	grad.unm.edu	Graduate policies, GradForms, POS, examinations/defenses, degree-completion deadlines
MyUNM / LoboWeb	my.unm.edu	Registration, academic record/GPA, enrollment, billing, student services
Graduate Resource Center	UNM Graduate Resource Center	Writing support, workshops, professional development, graduate resources
Global Education Office	UNM GEO	International student advising, visa questions, CPT/OPT

Funding & Experience

- Funding is not automatic. Faculty may have RA, PA, or tuition support associated with funded projects.
- MEP may have limited industrial fellowship opportunities; availability varies.
- Manufacturing work experience is encouraged even though the former three-month internship requirement is no longer mandatory.
- Industry experience can help identify a useful Plan II project.

International Students / CPT

F-1 students must obtain Curricular Practical Training authorization before beginning qualifying employment. Coordinate with the Global Education Office, MEP/faculty advisor, and the employer before committing to a work start date.

9. Student Planning Checklist

- ☐ Confirm my MEME concentration (CIM, MEM, or SMM).
- ☐ Choose Plan I, Plan II, or Plan III.

- ☐ Meet with Carol Jimerson / MEP advisor to review my degree plan.
- ☐ Confirm electives and any substitutions before registering.
- ☐ For Plan I/II: identify a faculty advisor.
- ☐ For Plan I/II: form the Committee on Studies before the final semester.
- ☐ Identify my target graduation term and plan backward from it.
- ☐ File the Program of Studies early enough for MEP review.
- ☐ File Intent to Graduate by the MEP deadline.
- ☐ For Plan I/II: file the Announcement of Examination on time.
- ☐ Resolve incomplete grades and verify academic standing.
- ☐ Check current MEP and Graduate Studies deadlines during my graduation term.

10. Common Pitfalls to Avoid

- Waiting until the final semester to begin graduation paperwork.
- Taking an elective or substitute course without confirming it will count.
- Beginning substantial Plan II project work before the full COS approves the project scope.
- Ignoring enrollment requirements during the defense/examination term.
- Carrying incomplete grades too close to graduation.
- Using an old deadline without checking the current MEP and Graduate Studies pages.

Sources / verification: This handout is based on the August 2026 MEME/MEP graduate orientation slide deck. Program-specific information in that deck was drawn from the UNM Manufacturing Engineering Program (mfg.unm.edu) and UNM Graduate Studies (grad.unm.edu). Students should verify current course offerings, substitutions, forms, and deadlines for their catalog year and graduation term.