

**MAE 299 AGREEMENT**  
**MECHANICAL AND AEROSPACE ENGINEERING DEPARTMENT**  
**UNIVERSITY OF CALIFORNIA, DAVIS**

Per the UC Davis Academic Personnel Manual (Appointment and Promotion, Section UCD APPENDIX II-B, Appointment of Graduate Students to Academic Positions):

"A Graduate Student Researcher (GSR) is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator (APM 112). GSRs may not be assigned teaching, administrative, or general assistance duties. This does not exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning."

"It is permissible for departments to grant course 299 credit to students for work done as a Graduate Student Researcher, provided research performed is to meet the degree requirements."

The amount of academic work required for a graduate degree may exceed what is associated with a Graduate Student Researcher (GSR) appointment. In the Mechanical and Aerospace Engineering Department, it is at the faculty advisor's discretion as to whether work performed as a GSR will count for MAE 299 course credit.

This agreement lists the requirements for MAE 299 units regardless of whether or not these units are associated with a GSR appointment.

**Any student who signs up for MAE 299 without completing this agreement will be dropped from MAE 299.**

The MAE Department will retain this form in department files for 5 years from the beginning of the current term for possible review by the appropriate college courses committee and the Academic Senate Committee on Courses and Instruction (Davis Division Regulation 532).

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Quarter/Year: \_\_\_\_\_

Instructor: \_\_\_\_\_

MAE 299 CRN#: \_\_\_\_\_ (The CRN code will be issued upon completion of this form.)

**The student completes this section:**

**Explain the work to be undertaken:** \_\_\_\_\_

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**Faculty complete this section:**

**List below the total MAE 299 hours the student will complete this quarter.**

GSR hours: \_\_\_\_\_ Non-GSR Hours: \_\_\_\_\_ Total hours: \_\_\_\_\_

Number of MAE 299 units recommended: \_\_\_\_\_ (30 hours of work/quarter = 1 unit of academic credit)

**Arrangements for faculty/student meetings (contact hours; frequency, e.g., weekly, day/hour/duration):**

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**Criteria for satisfactory grade:** \_\_\_\_\_

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I, \_\_\_\_\_, have read this form and I approve the student's academic work plan as outlined in this agreement. I will evaluate the student's MAE 299 work in accord with UCD Academic Senate guidelines for awarding academic unit credit for research.

**Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return this agreement to the MAE Graduate Program Coordinator via the box link below and register via SISWEB by the last day to Add (12<sup>th</sup> day of instruction).

[BOX LINK FOR SUBMISSION: CLICK HERE](#)