PREPARING FOR THE MS THESIS EXAM

Preliminary:

1. Complete the MS Planner (you can find it here: http://maeweb.ucsd.edu/grad/ms)
2. Review it with your faculty advisor.
3. File it with MAE Student Affairs.

After you complete 6 of the 9 courses:

1. Complete the form: **Application for Candidacy for the Thesis or Comprehensive Examination, Plan I or Plan II, for the Degree of Master of Arts and Sciences** (see example). You can get this form from MAE Student Affairs.
2. Obtain signature from your faculty advisor.
3. Bring the form to MAE Student Affairs and we will obtain the department Chair’s signature and send to Office of Graduate Studies for filing.
4. **THIS FORM MUST BE FILED AT LEAST TWO WEEKS PRIOR TO THE START OF THE SPRING QUARTER IF YOU WANT A SPRING DEGREE.** If the form is filed two weeks after the start of the spring quarter, it will be considered a summer degree.
5. Following advancement to candidacy, the student electing Plan I must submit a thesis. The thesis committee, selected by the student and their faculty advisor, consists of at least three faculty members (including their advisor), of which two must be from MAE.

6. Information covering thesis preparation is contained in the publication: **Preparation and Submission for Masters Thesis**. The completed thesis is submitted to the thesis committee for review. The review typically includes an oral defense of the thesis.

7. The student must make two separate appointments with Graduate Division. The first appointment will be scheduled prior to defending and will cover, in person, formatting of the MS Thesis and forms required to graduate. The second appointment is when the candidate submits the thesis and all final paperwork to Graduate Division and upon approval by the Dean of Graduate Division, files the thesis with the university archivist, who accepts it on behalf of the Graduate Council. Acceptance of the thesis by the archivist with a subsequent second approval by the Dean of Graduate Division represents the final step in the completion of all requirements by the candidate for a Master of Science degree on the UC San Diego campus.

8. Set a date with all members of your committee. This should be done early to accommodate the scheduling demands of the faculty and room reservation difficulties.

9. Contact MAE Student Affairs to reserve a room for your exam.
The exam:

The exam is oral in nature and typically takes between 90 minutes and 2 hours to complete. You will be asked questions based on your submitted thesis.

Once the exam is over, one more form will be completed and filed: the Final Report of the Thesis or Comprehensive Examination (Plan I or Plan II) for the Degree of Master of Arts and Science.

Diplomas for graduate degrees will be mailed 3-6 months after the end of the quarter. The diplomas are mailed directly to your permanent address, so it is important to check your address for accuracy at http://tritonlink.ucsd.edu to avoid delivery delays.

Contacts for Exam Room Reservations:

Chelsea Rankin, crankin@ucsd.edu
List only courses completed in satisfaction of the requirements for your Master's degree.

<table>
<thead>
<tr>
<th>Graduate Courses in Major (200 series)</th>
<th>Upper-Division Courses in Major (100 series)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
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<tr>
<td>MAE</td>
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<td>MAE</td>
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Graduate or Upper-Division Courses from Other Departments/Institutions

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Units</th>
<th>Quarter</th>
<th>Year</th>
</tr>
</thead>
</table>

Print/Type Nominees for Thesis Committee

DR. FACULTY ADVISOR, Chair
DR. NUMBER TWO
DR. NUMBER THREE

PLAN I: Comprehensive Examination

Approved: FACULTY ADVISOR 8/1/2010
Graduate Adviser Date
Approved: DEPT. CHAIR 4/9/2010
Department or Group Chair Date

Graduate Division
Student is currently registered: YES NO; is fulfilling residency requirement in Quarter Year

Current GPA:
Units completed:
Units in progress:

Approved: Dean of the Graduate Division Date
DEPARTMENT/GROUP/SCHOOL

Name: SUSIE STUDENT

Diploma and other degree paperwork will be mailed to the permanent address on record in Tritonlink.
Your name will be included in the annual commencement booklet, unless otherwise requested.

TO THE DEAN OF THE GRADUATE DIVISION:
The committee reports upon the candidate’s thesis defense on: 4/25/10 as follows:

PLAN I, THESIS

Approved
(Yes or No)

Print/Type
Committee Names

Signatures of Committee Members

FACULTY ADVISOR

Chair

DR. NUMBER TWO


DR. NUMBER THREE


Thesis title (Plan I): Photovoltaic Roof Heat Flux

PLAN II, COMPREHENSIVE EXAMINATION, completed on: 4/25/10

The committee recommends that the Master of Arts degree in: ENGIN. SCI. (Mechanical Eng.) be conferred.

Student will □ continue © terminate at UCSD.

Approved: FACULTY ADVISOR 4/25/10
Graduate Advisor

Approved: DEPT. CHAIR 4/25/10
Chair of Department/Group/School

CASHIER

The thesis submission fee has been paid.

□ Validated by Cashier

GRADUATE DIVISION

(PLAN I) Thesis accepted for deposit and delivered electronically to the University Archivist.

Approved: 1/1
Dean of the Graduate Division

(PLAN I AND II) The candidate has completed all necessary requirements for conferral and is recommended for the degree as of:

Quarter/Year

Approved: 1/1
Dean of the Graduate Division

Graduate Division Form: VAcademicAffairsForms/Thesis.pdf
DISTRIBUTION: White-Registrar, Canary-Graduate Division, Pink-Student, Gold-Major Department
Rev: 2014