PREPARING FOR THE MS THESIS EXAM

Preliminary:

1. Complete the MS Planner (you can find it here: http://maeweb.ucsd.edu/node/8#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.
7. The student must make two separate appointments with the Office of Graduate Studies. 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 the Office of Graduate Studies and upon approval by the Dean of Graduate Studies, 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 Studies 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, two more forms 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 and the Graduate Degree and Diploma Application.

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:

Charlotte Lauve, clauve@ucsd.edu

Linda McKamey, lmckamey@ucsd.edu
Graduate Studies and Research  
University of California, San Diego  
La Jolla, CA 92093-0003

APPLICANT FOR CANDIDACY FOR THE 
THESIS OR COMPREHENSIVE EXAMINATION, 
PLAN I OR II, FOR THE DEGREE OF 
MASTER OF ARTS OR SCIENCES

STUDENT

Name: Susie

Department/Group: Mechanical Engineering

Area of Specialization: MAE

List only courses completed in satisfaction of the requirements for your Master's degree.

GRADUATE COURSES IN MAJOR (200 series)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Units</th>
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UPPER-DIVISION COURSES IN MAJOR (100 series)

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GRADUATE OR UPPER-DIVISION COURSES 
FROM OTHER DEPARTMENTS/INSTITUTIONS

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

DEPARTMENT/GROUP

Master of [ ] Arts [x] Sciences 
Degree Title: Engineering Sciences

Language requirement: [x] Examination not required [ ] Examination passed

PLAN I: Nominations for Thesis Committee

Dr. Faculty Advisor, Chair

Dr. Number Two

Dr. Number Three

PLAN II: Comprehensive Examination

Approved: Faculty Advisor 4/8/2010

Approved: Dept. Chair 4/9/10

OGSR

Student is currently registered: [ ] YES [ ] NO; is fulfilling residency requirement in

Current GPA:

Units completed:

Units in progress:

Approved: Dean of Graduate Studies  
Date:

OGSR Rev 1002 
Distribution: White—Registrar, Canary—OGSR, Pink—Student, Goldenrod—Major Department
DEPARTMENT/GROUP/SCHOOL

Name: Susan Student

Mailing Address for Diploma:

Number and Street:

Department/Group/School: MAE

TO THE DEAN OF GRADUATE STUDIES:
The committee reports upon the candidate's thesis defense on: 1/25/11 as follows:

PLAN I, THESIS

Approved

(Yes or No)

Committee Names

Faculty Advisor

Prof. Number 1

Prof. Number 2

Signatures of Committee Members

Chair

Thesis title (Plan I): Photovoltaic Roof Heat Flux

PLAN II, COMPREHENSIVE EXAMINATION, completed on: Date

The committee recommends that the Master of [ ] Arts [ ] Science degree in:

[ ] be conferred.

Student will [ ] continue [X] terminate at UCSD.

Approved: Faculty Advisor

Department Chair

Date

CASHIER

The thesis submission fee ($55) has been paid.

[ ] OGS (PLAN I)
The candidate has completed course requirements for the degree. Thesis to be deposited with the University Librarian.

Approved: Date

Dean of Graduate Studies

[ ] UNIVERSITY ARCHIVIST

Thesis accepted for deposit, (Plan I)

Approved: University Archivist

Date

OR

[ ] OGS

Thesis accepted for deposit and delivered electronically to the University Archivist

(Plan I)

Approved: Date

Dean of Graduate Studies

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

Quarter/Year

Approved: Date

Dean of Graduate Studies

OGS Form: AcadAffairs/Forms/format.pdf

DISTRIBUTION: White-Registrar, Green-OGS, Canary-Student, Pink-Major Department, Goldenrod-Librarian

REV 2009
**UNIVERSITY OF CALIFORNIA, SAN DIEGO**  
**OFFICE OF THE REGISTRAR**  
Student Services Center, Suite 261  
9500 Gilman Drive # 0022  
La Jolla, CA 92093-0022

**GRADUATE DEGREE AND DIPLOMA APPLICATION**

**GRADUATE STUDENT:** Complete this application and return it to the graduate coordinator in your department.

**GRADUATE COORDINATOR:** Review the application for completeness and accuracy. Student or department submits application to OGS with final degree paperwork.

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<table>
<thead>
<tr>
<th>DEGREE APPLIED FOR:</th>
<th>DATE FILED:</th>
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| ☐ MA  ☐ MS  ☐ MFA  ☐ MPIA  ☐ MEng  ☐ MAS  
☐ CPhil  ☐ PhD  ☐ DMA  ☐ MEA  ☐ MBA  ☐ EDD  ☐ AUD | __/__/__ |

<table>
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<th>MAJOR/DEPARTMENT INFORMATION:</th>
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<th>DEPARTMENT:</th>
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</thead>
<tbody>
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<td>MHE</td>
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</tbody>
</table>

Do you wish to have your name printed in the Commencement booklet?  ☐ Yes  ☐ No

Diplomas are printed using upper case letters only, so please be specific about spacing of letters within names (LA PALMA versus LAPALMA), accent marks, etc. **IMPORTANT:** Your name will appear exactly as your name appears on your UCSD academic records. If you wish to have your name printed differently on your diploma, you must file a “Change of Name Request” form and attach it to this Graduate Degree and Diploma Application.

**FIRST**  
**MIDDLE**  
**LAST**  
**SUFFIX**

Diplomas for graduate degrees will be mailed 3-6 months after the end of the quarter. The diplomas are mailed directly to your permanent mailing address, so check your address for accuracy on TritonLink at [http://tritonlink.ucsd.edu](http://tritonlink.ucsd.edu) to avoid delays in delivery.

Student Signature: 

**PHONE NUMBER(S) WHERE YOU MAY BE REACHED AFTER YOU GRADUATE:**

(____) __________________________

(____) __________________________

CURRENT PHONE: __________________________

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<tr>
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**DATE**  
**INITIALS**

Revised 11/09