PREPARING FOR THE MS COMP 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. Discuss the second faculty member to attend your exam with your faculty advisor.
6. Set a date with both members of your committee. This should be done early to accommodate the scheduling demands of the faculty and room reservation difficulties.
7. 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 completed coursework listed in the Application for Candidacy. Faculty are looking for comprehension of concepts as opposed to simple memorization.

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
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>
<th>Quarter</th>
<th>Year</th>
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<tbody>
<tr>
<td>MAE</td>
<td>280A</td>
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<td>FA</td>
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<tr>
<td>MAE</td>
<td>290A</td>
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**UPPER-DIVISION COURSES IN MAJOR (100 series)**

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**GRADUATE OR UPPER-DIVISION COURSES FROM OTHER DEPARTMENTS/INSTITUTIONS**

<table>
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<th>Department</th>
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<th>Units</th>
<th>Quarter</th>
<th>Year</th>
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<tbody>
<tr>
<td>MATH</td>
<td>180A</td>
<td>4</td>
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**DEPARTMENT/GROUP**

Master of [ ] Arts [X] Sciences in: ENG. SCIENCES (MECHANICAL ENGINEERING)

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

PLAN I: Nominees for Thesis Committee
(Use Official Name)

Chair: ____________________________

Departmental Affiliation:

PLAN II: Comprehensive Examination

Approved:

Graduate Advisor: 3/10

Approved:

Dept. Chair: ____________________

Dean of Graduate Studies: ____________________ Date: ____________

OGSR

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

Current GPA: ____________________

Units completed: ____________________

Units in progress: ____________________

Approved: ____________________

Dean of Graduate Studies: ____________________ Date: ____________

Publication: publications/formcompmas.pdf

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

Name: STUDENT, JOE
Mailing Address for Diploma: ____________________________

Print/Type

Department/Group/School: MAC

TO THE DEAN OF GRADUATE STUDIES:
The committee reports upon the candidate's thesis defense on: ____________________________

☐ PLAN I, THESIS

Approved: ___________________________________________________

Print/Type

Committee Names: _____________________________________________

Signatures of Committee Members: _____________________________

Chair

____________

____________

____________

____________

Thesis title (Plan I):

X PLAN II, COMPREHENSIVE EXAMINATION, completed on: ________________

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

ENG (Mechanical Engin)

Student will ☐ continue ☑ terminate at UCSD.

Approved: ____________________________

Graduate Adviser

Dept. Chair

CASHIER

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

Approved: ____________________________

CASHIER

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

Approved: ____________________________

Dean of Graduate Studies

☑ UNIVERSITY ARCHIVIST

Thesis accepted for deposit. (Plan I)

Approved: ____________________________

University Archivist

☑ OGS

Thesis accepted for deposit and delivered electronically to the University Archivist

Approved: ____________________________

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: ____________________________

Dean of Graduate Studies

DISTRIBUTION: Vice-Registrar, Green-CGS, Canary-Student, Pink-Major Department, Goldenrod-Librarian

REV. 2009
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.

<table>
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<tr>
<td>☐ Wtr 2010</td>
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</tr>
<tr>
<td>☐ Spr 2010</td>
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<td>☐ Sum 2010</td>
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<td>MAE</td>
</tr>
<tr>
<td>ENG</td>
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<td></td>
</tr>
</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  JOSEPH  MIDDLE  STUDENT  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 to avoid delays in delivery.

Student Signature:  Joe Student

<table>
<thead>
<tr>
<th>PHONE NUMBER(S) WHERE YOU MAY BE REACHED AFTER YOU GRADUATE:</th>
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<td>( ) ( )</td>
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<tr>
<td>( ) ( )</td>
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<tr>
<td>CURRENT PHONE:</td>
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REGISTRAR'S USE ONLY
TERM AWARDED________________________
DEGREE AWARDED_______________________
MAJOR_____________________________
TERM REPORTED_____________________

INITIAL KEY ENTRY__________________
DIPLOMA MAILED_____________________
DIPLOMA ORDERED___________________

DATE INITIALS

Revised 11/99