PREPARING FOR THE MS COMPREHENSIVE 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 below). 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 WITHIN THE FIRST TWO WEEKS 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 (no later than Friday of Week 8) with all 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 (two weeks in advance) to reserve a room for your exam.

**The exam:**
The comprehensive is oral in nature and typically takes between 60-90 minutes 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, 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** (see example below).

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.

**Graduate Student Advisor, MS Students:** Sandra de Sousa, sdesousa@ucsd.edu
MUST BE FILED
BY FRIDAY OF WEEK TWO

APPLICATION FOR CANDIDACY FOR THE
THESIS OR COMPREHENSIVE EXAMINATION,
PLAN I OR II, FOR THE DEGREE OF
MASTER OF ARTS OR SCIENCE

STUDENT Name: __________

Department/Group: __________

Area of Specialization: __________

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

UPPER-DIVISION COURSES FROM OTHER DEPARTMENTS/INSTITUTIONS

DEPARTMENT/GROUP

Language requirement: __________

DEPARTMENT/GROUP Master of Arts or Science

ENGR SCI (Mechanical Engineering)
**Example**

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### DEPARTMENT/GROUP/SCHOOL

**Name:** SUSIE Q STUDENT  
(Department/Group/School: MAE  
Major Code: 10C-81)

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.

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**TO THE DEAN OF THE GRADUATE DIVISION:**

The committee reports upon the candidate's thesis defense on:

- **Plan I, Thesis:** Approved  
  Committee Names:  
  Signatures of Committee Members:

  - Thesis title (Plan I):

- **Plan II, Comprehensive Examination:** completed on: [DATE OF EXAM]

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**PLAN I AND II**

The committee recommends that the Master of **ENGINEER. SCI. (MECHANICAL ENGINEERING)** degree in be conferred.

Student will continue to terminate at UCSD.

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**CASHIER**

The thesis submission fee has been paid.

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**GRADUATE DIVISION**

Thesis accepted for deposit and delivered electronically to the University Archivist.

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**GRADUATE DIVISION**

The candidate has completed all necessary requirements for conferral and is recommended for the degree as of:

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Graduate Division Form: VAcadAffairsForms/formmast.pdf

DISTRIBUTION: White-Registrar, Green-Graduate Division, Canary-Student, Pink-Major Department

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