PREPARING FOR THE MS THESIS EXAM

**Timeline/Milestones for MS Program**

- **Deadlines during graduation quarter**
  - Fri. of Week 2
  - Fri. of Week 6
  - Fri. of Week 8

1. **New Student Orientation**
2. **Take Courses**
3. **Advancement to Candidacy**
4. **Schedule Room for Exam**
5. **Thesis Defense**
6. **Graduation!**

**Preliminary:**
1. Complete the MS Planner (you can find it here: [http://maeweb.ucsd.edu/grad/ms](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. 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 (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.
9. Contact MAE Student Affairs (**two weeks in advance**) to reserve a room for your exam.
PREPARING FOR THE MS COMPREHENSIVE 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 (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.
**APPLICATION FOR CANDIDACY FOR THE THESIS OR COMPREHENSIVE EXAMINATION, PLAN I OR II, FOR THE DEGREE OF MASTER OF ARTS OR SCIENCE**

**STUDENT**

Name: **Susie Q.**

Department/Group: **MAE**

Area of Specialization: **MC-81**

**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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<td>283A</td>
<td>4</td>
<td>FA</td>
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<tr>
<td>MAE</td>
<td>247</td>
<td>4</td>
<td>WI</td>
<td>13</td>
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<tr>
<td>MAE</td>
<td>281A</td>
<td>4</td>
<td>SP</td>
<td>13</td>
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**UPPER-DIVISION COURSES IN MAJOR (100 series)**

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<th>Year</th>
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<tbody>
<tr>
<td>MAE</td>
<td>120</td>
<td>4</td>
<td>FA</td>
<td>12</td>
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**GRADUATE OR UPPER-DIVISION COURSES FROM OTHER DEPARTMENTS/INSTITUTIONS**

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<th>Department</th>
<th>Course Number</th>
<th>Units</th>
<th>Quarter</th>
<th>Year</th>
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</thead>
<tbody>
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<td>240A</td>
<td>4</td>
<td>WI</td>
<td>13</td>
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<tr>
<td>GE</td>
<td>160A</td>
<td>4</td>
<td>SP</td>
<td>13</td>
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**DEPARTMENT/GROUP**

Master of:  
Science in: **ENGIN. SCI.** (Mechanical Engineering)

Language requirement:  
Examination not required  
Examination passed

**PLAN I: Nominees for Thesis Committee**

- **Dr. Faculty Advisor**
- **Dr. Number Two**
- **Dr. Number Three**

**PLAN II: Comprehensive Examination**

- **Approved:**

**GRADUATE DIVISION**

Student is currently registered:  
YES  
NO:  
Is fulfilling residency requirement in  
Quarter  
Year  

Current GPA:  
Units completed:  
Units in progress:
**Example**

Graduate Division  
University of California, San Diego  
La Jolla, CA 92093-0003

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### DEPARTMENT/GROUP/SCHOOL

<table>
<thead>
<tr>
<th>Name: SUSIE Q. STUDENT</th>
<th>PID#: A12345678</th>
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<tr>
<td>Department/Group/School: MAE</td>
<td></td>
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<tr>
<td>Major Code: MC - 81</td>
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</tbody>
</table>

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*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: [DATE OF DEFENSE] as follows:

- **PLAN I, THESIS**
  - Approved (Yes or No): YES
- **Print/Type Committee Names**
  - Dr. Faculty Advisor
  - Dr. Number Two
  - Dr. Number Three
- **Signatures of Committee Members**
  - Signature
  - Signature
  - Signature

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**Thesis title (Plan I):** [TITLE OF ABSTRACT/THESIS]

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- **PLAN II, COMPREHENSIVE EXAMINATION,** completed on: 
- **PLAN I AND II** The committee recommends that the Master of [ ] Arts [ ] Science degree in: 
- [ ] continue [ ] terminate at UCSD.

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**CASHIER**

The thesis submission fee has been paid.

AFTER EXAM: Student to take form to cashier; pay thesis fee, get stamped, and take form to Graduate Division.

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**GRADUATE DIVISION (PLAN I)**

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

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

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Graduate Division Form: [AcadAffairs\Forms\formmast.pdf]  
DISTRIBUTION: White-Registrar, Green-Graduate Division, Canary-Student, Pink-Major Department

Rev. 2014