

Structural Engineering: MS Thesis

Student and Academic Advisor Guide of Process

Before Exam:

	Student takes required courses and talks with Thesis Advisor about their 3 committee members. The committee will consist of 3 faculty members.
	MS Thesis Committee must be constituted <u>before the preliminary</u> appointment with Graduate Division. Student let Academic Advisor know Committee member names. Academic Advisor constitutes Thesis committee. Also email Academic Advisor 2-3 words describing your Area of Specialization (this is only for Committee Constitution purposes and will not show anywhere).
	Student submits the list of planned courses for the MS Thesis to Academic Advisor by end of Week #2 of intended quarter.
	Email Academic Advisor know exam details (Date, Time, & Location).
	Academic Advisor submits Application to Candidacy by end of Week #3 to Graduate Division.
	Student needs to make a preliminary and a final appointment with Graduate Division Office: https://gradforms.ucsd.edu/calendar/index.php Preliminary is before your Thesis defense where they will explain the formatting. Final Appointment is where you submit everything.
	A complete copy of the student's thesis must be submitted to each committee member two weeks before the defense.
	Student email Academic Advisor Thesis Title so that Academic Advisor can fill out the MS Exam DocuSign form committee will sign.
	Student reminds their committee of date, time, and location one day before exam. Academic Advisor will reserve room in SME. If keys are needed, it is the students responsibility to arrange for key pick up and drop off.
	If Student has any questions or concerns then they can contact Academic Advisor.

After Exam:

	Academic Advisor initiates form for signatures on DocuSign.
	Student pays the \$25.00 Thesis fee. It will appear on Billing Account once paperwork is processed.
	Ensure that your permanent address is the most up to date. If you'd like them to mail your MS Diploma to a different address you can do so through the Registrar's Office.
	Please note: It will take about 6 months to receive your MS Diploma.