

# ME Graduate Student Orientation

September 2018  
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- Mechanical Systems Design
- System Dynamics and Controls
- Thermofluid Systems
- Aerospace ????

## Emphasis areas

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### • Required core courses (6-9)

- ME 501A or ME 501B (3)

*And*

- ME 697 (3) – Comprehensive Exam Plan  
*Or*
- ME 698 (6) – Thesis Plan

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### • Expected background (9)

- 400 level courses related to emphasis area
- If already completed substitute 500 or 600 level courses to satisfy unit requirement – use to fill in knowledge gaps, if needed
- Limitation on 400 level classes:
  - Maximums: 6 units (thesis plan); 9 units (Comp plan)
- 500 & 600 level courses preferred

## Expected Background

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### • Electives (12-18)

- 500 and 600 level courses
- Suggestions provided for emphasis areas
- Advisor must approve alternative choices
- Advisor must approve courses outside of department
- A maximum of 2 courses may be taken outside of the ME department

## Electives

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- Each student must complete a minimum of one (1) course in each of three (3) different emphasis areas

- Most of the remaining electives should be selected from the chosen emphasis area
  - Use the long range schedule for planning purposes
  - Limitations imposed by scheduling

## Minimum Breadth Requirements

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- Registration hold placed once you are enrolled in your 12<sup>th</sup> unit
- Upon completion of 9-12 units and satisfaction of University requirements
  - UDWPE (8+)/GRE Analytical test (3.0+)
  - 3.0 GPA minimum
  - GRE satisfied by admission
- Can be processed sooner to avoid registration hold placement

### Classified Status

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- Formal program of study defined by emphasis area
  - Grad DPR lists requirements
- Submit Request for Classification
- Commit to thesis or exam plan
- Approval of Graduate Coordinator

### Classified Status

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- Program requirements since Fall 2008
  - Comprehensive Exam Plan (33 units)
  - Thesis plan (30 units)
- Program requirements will change F2019
- Classification is prerequisite for Thesis or Comprehensive Exam enrollment
- Which is best for you?

### Current Program

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- No more than 2 courses remaining to finish
- Content based on emphasis area & ME501
- Request Permission number from Graduate Coordinator – ME 697
- Examination Committee assigned
- Students consult with committee members as needed
- Exam administered prior to end of semester
- One retake allowed same semester
- One additional attempt permitted during the semester immediately following

### Comprehensive Plan

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- Identify Faculty Thesis Committee Chairperson as soon as possible
- Develop thesis plan
- Consult with thesis chair to add additional committee members
- Provide first draft to committee no later than week 8 of expected term of graduation
- due dates – usually last day of instruction

### Thesis Plan

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- All documents filed through ETD (<https://www.metalab.csun.edu/etd>)
  - Thesis plan, first draft, final draft
- Schedule thesis defense (at least four weeks prior to last day of instruction)
- Check with Grad Studies regarding submission

### Thesis Plan

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- ETD steps
  - Thesis Planning form
  - Thesis review by Grad Studies – format
  - Thesis submission
- Committee members and Graduate Coordinator required to approve all steps electronically
- No longer necessary to submit signed copy of signature page

## Thesis Plan

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- DQ policy is being strictly enforced
  - Probation = cumulative GPA < 3.0
  - If GPA continues below 3.0 during following semester – disqualified
  - Reinstatement may be considered if mathematically possible to return to 3.0 in one semester
  - 2<sup>ND</sup> DQ = dismissal for at least 5 years – cannot return, cannot take classes

## DQ Policy

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## FAQs

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- Can I apply courses from outside of the ME department or CSUN toward my degree?
  - Yes, if they are graduate courses with a grade of B or better AND they are approved by your graduate advisor AND they have not been applied to your undergraduate degree

## FAQs

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- Can I change my program plan (thesis or comp exam) once I have been classified?
  - Maybe!
  - It depends how far along you are in your program
  - Thesis ⇒ Comp more likely

## FAQs

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- When must I notify A&R of my expected graduation date?
  - Roughly 9 months before the end of the term in which you expect to complete your requirements

## FAQs

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- What if I have filed for graduation and I am unable to complete all of my requirements?

- You will need to file the change of graduation date form with Admissions and Records
- If you have only thesis submission remaining you will need to enroll in Culminating Experience

FAQs

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- What if my cumulative GPA falls below 3.0?

- You are on probation and must improve your academic standing to a cumulative GPA of 3.0 or higher during the next semester in which you are enrolled
- If the GPA does not rise above 3.0 the next term you will be disqualified

FAQs

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- If I do not pass the Comprehensive Examination what happens then?

- You are allowed one retake of the examination the semester immediately following
- You must enroll in ME697 a second time
- The university limits the comprehensive examination to 2 attempts
- Failure to pass on the second attempt results in dismissal

FAQs

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- How long is my thesis expected to be?

- There is no official page limit minimum.
- It is expected to be a body of innovative and creative work
- Ideally, the finished product will be suitable for eventual publication in an appropriate journal
- Publication is not required for the completion of your degree but it is professionally advantageous

FAQs

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- How long will it take to complete my degree?

- It depends on your personal circumstances and how rapidly you can accelerate your progress.
- The university requires that you complete your studies within 7 years of the start of the program.
- 2-3 semesters is a very fast completion.

FAQs

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- How do I go about selecting a topic for my thesis?

- Select a faculty advisor
- Brainstorm topics with your chosen advisor
- Be sure to have the faculty member identify his/her expectations for your thesis
- Select other faculty to serve on your thesis committee

FAQs

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- Why must I be classified before I can enroll in either the thesis or comprehensive examination.

- University requires classification by 12 units
- It is a prerequisite for the culminating experience
- Failure to be classified when all course requirements have been met delays the award of your degree significantly
- This is intended as an incentive to meet your planned degree date

FAQs

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- What if I cannot finish my thesis in 2 terms?

- The university requires that students are registered in the university during the term in which the final requirements for the degree are completed
- Culminating experience (1.3 units through TSENG college, CR/NC) satisfies this requirement
- Requires graduate coordinator approval
- 2-year time limit on thesis completion

FAQs

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- What if I do not register during a particular semester after I started my program?

- The university allows a student to be on "leave of absence" for 2 consecutive semesters
- You will continue to be a matriculated student and will be provided registration materials for 3 consecutive semesters
- If you do not enroll for three consecutive semesters you will be discontinued and you must reapply
- The program must be completed within 7 years of the start

FAQs

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Q &amp; A

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