ME Graduate Student Orientation

September 2018
J. Michael Kabo

Emphasis areas

- Mechanical Systems Design
- System Dynamics and Controls
- Thermofluid Systems
- Aerospace

Expected background

- 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

Minimum Breadth Requirements

- 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

Required core courses (6-9)

- ME 501A or ME 501B (3)
  - And
- ME 697 (3) – Comprehensive Exam Plan
  - Or
- ME 698 (6) – Thesis Plan

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

Expected Background
Registration hold placed once you are enrolled in your 12th 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**

- 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**

- 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**

- 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**

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**

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**
• Thesis Plan
  - 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

• DQ Policy
  - 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
    - 2ND DQ = dismissal for at least 5 years – cannot return, cannot take classes

• FAQs
  - 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
  - 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
  - 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
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

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

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

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

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.

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

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

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

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

Q & A