ME Graduate Student Orientation

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Hamid Johari, J. Michael Kabo

Emphasis areas

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

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)

Electives

- 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

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

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**Classified Status**

Upon completion of 9-12 units and satisfaction of University requirements:
- UDWP
- 3.0 GPA minimum
- GRE satisfied by admission

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

**Current Program**

- Program requirements since Fall 2008
  - Thesis plan (30 units)
  - Comprehensive Exam Plan (33 units)
- Which is best for you?

**Importance of Classification**

- Beginning with the Spring 2013 semester
  - ALL students will be required to be Classified prior to enrolling in the culminating experience (thesis or comprehensive exam)
- PLAN AHEAD!

**Comprehensive 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

**Thesis Plan**

- 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
- All documents filed through ETD (etd.csun.edu)
- 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

- ETD steps
  - Thesis Planning form
  - Thesis review/first draft
  - Thesis submission
- Committee members and Graduate Coordinator required to approve all steps electronically
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 used 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

FAQs

- 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

- When must I notify A&R of my expected graduation date?
  - Beginning of semester immediately preceding the term in which you expect to graduate

FAQs

- 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

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

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 or AE697 a second time
- The university limits the comprehensive examination to 2 attempts

FAQs

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

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

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

- Select a faculty advisor
- Brainstorm possible 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
- 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

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