

Structural Engineering: Advancement to Candidacy Exam

Student and Academic Advisor Guide of Process:

Before Exam:

	Student informs Academic Advisor of interest to take exam at least 2 weeks before the intended exam date.
	<p>Student needs to select (with Faculty Advisor) 4 members for PhD committee:</p> <p>-Example 1</p> <ul style="list-style-type: none"> -SE Faculty Advisor (Committee Chair) -SE Faculty -Outside SE Faculty (within UCSD) -Outside SE Faculty (within UCSD) <p>(At least one of the committee members must be tenured or emeritus)</p> <p><u>OR</u></p> <p>-Example 2</p> <ul style="list-style-type: none"> -SE Faculty Advisor (Committee Chair) -SE Faculty -SE Faculty -Outside SE Faculty (within UCSD) <p>(At least one of the committee members must be tenured or emeritus)</p> <p>The committee must include at least one tenured or emeritus member from outside the student's major department within UCSD. Please ensure that committee is in accordance with the PhD Committee Membership Table: http://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-Committee-Membership-T</p>
	Student let Academic Advisor know the committee member names via email. Also email Academic Advisor 2-3 words describing your Area of Specialization (this is only for Committee Constitution purposes and will not show anywhere).
	Academic Advisor will constitute the Student's PhD Committee online.
	The committee request will go to Chair to approve then it will go to Graduate Division to approve. Takes a few days - 1 week to process.
	A short written document, such as an abstract, describing the research plan must be submitted to each member of the committee at least two weeks before the Ph.D. Candidacy Examination. This requirement can also be met by meeting with the doctoral committee members to discuss the nature of the student's dissertation research.
	Student will send their committee a reminder email to let them know about date, time, and location of their Advance to Candidacy 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 will fill out the “Report of the Qualifying Examination and Advancement to Candidacy for the Doctoral Degree” form and initiate it in DocuSign for committee members to sign.
	Student signs the DocuSign form.
	Student will pay \$50.00 fee that will show up on their Billing Account.