

## Structural Engineering: Advancement to Candidacy Exam

### JDP Student, SDSU Student Affairs Coordinator, and UCSD Academic Advisor Guide of Exam Process:

#### Before Exam:

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|                          | Student informs UCSD Academic Advisor & SDSU Student Affairs Coordinator of interest to take the exam at least 2 weeks before the intended exam date.   |
| <input type="checkbox"/> | <p>Student needs to select (with Faculty Advisor) 5 members for PhD committee:</p> <ul style="list-style-type: none"> <li>● 2 members from SDSU</li> <li>● 2 members from UCSD</li> <li>● 1 tenured member from outside of SE within UCSD</li> </ul> <p>Within those 5:</p> <ul style="list-style-type: none"> <li>● At least two specialties that are different from the students</li> <li>● And co-chairs – one from UCSD, one from SDSU</li> </ul> |
|                          | Student emails UCSD Academic Advisor the committee member names. Also email Academic Advisor 2-3 words describing your Area of Specialization (this is only for Committee Constitution purposes and will not show anywhere).  |
|                          | UCSD Academic Advisor will constitute the Student's PhD Committee.  |
|                          | It will go to UCSD Department Chair to approve, SDSU Dean to approve, SDSU Graduate Dean to approve, and UCSD Graduate Division to approve. Allow at least 2-3 weeks for this approval.   |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | Student lets the UCSD Academic Advisor know the date and time of the exam so that UCSD Academic Advisor may reserve a room for the day of exam.   |
| <input type="checkbox"/> | Student will send their committee a reminder email to let them know about the date, time, and location of their Advance to Candidacy Exam. Academic Advisor will reserve room in SME. If keys are needed, it is the student's responsibility to arrange for key pick up and drop off.   |
|                          | Parking: JDP students who do not have a UCSD parking permit should use the <a href="#">Park Mobile app</a> to pay for visitor parking.  |
|                          | If Student has any questions or concerns then they can contact UCSD Academic Advisor or/and SDSU Student Affairs Coordinator.   |

#### After Exam:

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|  | SDSU Coordinator will initiate the JDP 3 online form for committee members to sign. |
|  | Student signs the JDP form online,  |

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|  | Student pays the \$50.00 fee that will show up on their Billing Account.    |
|  | Process is complete when both the UCSD and SDSU Deans have signed the form. |