

Structural Engineering: Department Qualifying Exam (DQE)

Student and Academic Advisor Guide of Process

Before Exam:

<input type="checkbox"/>	Student takes required courses and talks with Faculty Advisor about their committee members. 3 Committee Members: 1. Faculty Advisor 2. SE Faculty 3. SE or outside SE Faculty
<input type="checkbox"/>	Must have 3.5 GPA to take the DQE.
	Student lets the Advisor know the name of the 3 committee members, the exam date and time so that the Advisor can reserve a room for the exam.
	Student must have taken 3 Quarters of SE 290 Seminar in their first year. Please let the Advisor know if you didn't take them.
<input type="checkbox"/>	Academic Advisor electronically fills out the DQE form through DocuSign and sends it to student to fill out courses.
<input type="checkbox"/>	Student reminds their committee of date, time, and location a day before the 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.
	Ensure to show up early to set-up the room: move any chairs and tables if needed. At the end, turn off all lights and put the room back to how it was set-up.
	Parking: JDP students who do not have a UCSD parking permit should use the Park Mobile app to pay for visitor parking.
	If Student has any questions or concerns then they can contact the Academic Advisor.

After Exam:

	If Student passes the exam then the committee electronically signs the form.
	Student will electronically sign the form.
	Academic Advisor gets the GAC Chair's electronic signature on the form.
	Student will receive a copy of the form once everyone has signed it and it's all gone through/approved by the Department.