

Structural Engineering: Department Qualifying Exam (DQE)

Student and Academic Advisor Guide of Process

Before Exam:

<input type="checkbox"/>	<p>Student takes required courses and talks with their Faculty Advisor about their committee members.</p> <p>3 Committee Members:</p> <ol style="list-style-type: none"> 1. Faculty Advisor 2. SE Faculty 3. SE or outside SE Faculty <p>NOTE for all M.S. Thesis Track Alumni: Of the 4 focus areas for the exam, one area can be waived if you have a Overall GPA of 3.5 or higher. An additional second area can be waived because you completed the MS thesis. You will only be examined on 2 focus areas.</p>
	Student provides the name of the 3 committee members, date, time, and location of the exam to Academic Advisor.
<input type="checkbox"/>	Academic Advisor puts names of committee members into the DQE DocuSign Form and sends the DQE Docusign form to student to fill out courses.
<input type="checkbox"/>	Must have 3.5 GPA to take the DQE.
	Student must have taken 3 quarters of SE 290 Seminars in their first year. Please let Advisor know if didn't take them.
	Student reminds their committee of date, time, and location before 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 the Academic Advisor.

After Exam (Already have MS):

	If Student passes the exam then the committee electronically signs the form.
	Student will electronically sign the form.
	GAC Chair electronically signature on the form.
	Student will receive a copy of the form once everyone has signed it.

After Exam (Receiving MS from UCSD):

	If Student passes the exam then electronically committee signs the DQE form.
	If any courses don't fall into the required area student must fill out a General Petition form. Academic Advisor will initiate via DocuSign.
	Academic Advisor fills out the two necessary MS forms and submits all forms to GAC Chair for signature. This process takes about 1 week.
	<i>Ensure that your permanent address is the most up to date. If you'd like them to mail your MS Diploma to a different address you can do so through the Registrar's Office</i>
	Please note: It will take about 6 months to receive your MS Diploma