Graduate Advisor: Dr. R. B. Agarwal  
email address: raghu.agarwal@sjsu.edu

Introduction  
The purpose of this guide is to provide information to graduate students in the Mechanical Engineering program on the various policies and procedures that need to be followed from admission through graduation. Topics addressed include academic advising, paperwork and deadlines, and thesis/project preparation instructions.

In the following instructions in this document, it is assumed that the admission process is complete. If your admittance was conditional for any reason, you must satisfy those conditions as soon as possible to avoid graduation delays.

The Department Graduate Advisor is a full-time ME faculty member who is responsible for administration of the Masters Degree programs in mechanical engineering. The best time to consult in-person with the Graduate Advisor is during the office hours. Phone and email can also be used (email is your best option for a quick response). Note that the Graduate Advisor is not required to be in the office during breaks (spring, winter and summer), so try to take care of any business involving the Graduate Advisor during the regular semester sessions to avoid processing delays.

Also, be aware that you must coordinate much of your paperwork through the Graduate Studies and Research Office (GSRO), located in the Student Services Center (SSC) on the first floor of the 10th street Parking Garage. Their phone number is 408-924-2480 and the website at:  
http://www.sjsu.edu/gradstudies/Prospective/Index.html  
The website contains information you should read regarding general policies and procedures. This site also contains on-line forms you will be able to use, as described below.
Classified and Conditional Admittance Status

Each student must achieve “Classified” standing, as soon as possible and before exceeding a total of 12 units. If you were initially admitted as Conditionally Classified, you will need to achieve ‘Classified’ standing by satisfying all the requirements listed on your notification of admittance that was mailed to you. You must then notify the Graduate Advisor when you have met all the conditions by filling out the Change of Status Form, so that the necessary form can be sent to the GSRO for upgrading your standing to Classified.

English Requirement

Each graduate student at San José State University must satisfy the University-mandated Graduate Writing Assessment Requirement (GWAR). This is in addition to the TOEFL exam that most international students must take as part of their admission process. The Writing requirement must be satisfied before registering for the Thesis/Project course. The Writing requirement can be satisfied in the following ways:

- By passing E100W or E200W (either as a graduate student or as an undergraduate student). Students who obtained their B.S. degree from a California State University (CSU) institution automatically satisfy the English requirement. Note that in order to take E100W or E200W, you must take the Writing Skills Test (WST) the semester before you enroll in E100W or E200W. More information on the WST exam can be obtained in the Testing Office and at the website: http://testing.sjsu.edu/wst/
- By passing the WST exam with a sufficiently high score – see the website http://testing.sjsu.edu/wst/wstscores/ for the required scores.
- By approval of a petition to waive the Writing Assessment requirement. There are generally two circumstances in which such a petition might be approved:
  1. By passing an upper-division technical writing course (similar to E100W and not an English course) while obtaining your BS degree. To initiate a petition in this area, you must submit a course description, course syllabus, transcript, and sample course materials to the GSRO. If approved there, your Writing requirement then becomes satisfied.
  2. By being the sole author of a published refereed technical paper. Technical papers published in archival journals are best; however, work reports that are professionally prepared and exhibit depth and skill in technical report writing may suffice (very rare). Reports done as part of your undergraduate studies (e.g., a senior design project report), or simple, job related reports will not be sufficient. To initiate a petition in this case, contact the Graduate Studies and Research Office, your Writing Assessment requirement then becomes satisfied.
- By Passing ME 265.

Contact the Graduate Studies Office if you qualify for the waiver.

Note: The ME Graduate Advisor is not authorized to approve a waiver.
**GRE Requirement**
All applicants who have graduated from non-US institutions or an unaccredited institution are required to take the GRE exam. A combined score of 1,000 is required for the sum of scores on the Verbal and Quantitative sections, and a minimum score of 2.5 in the Analytical Writing Test. New Test: The minimum combined score must be 312 or better.

**TOEFL Requirement**
All students applying from non-English speaking countries, where the medium of instruction was not English, must complete the TOEFL exam. The university minimum entrance score for the TOEFL is 550 (paper based), 213 (computer based), or 80 (internet based).

**Advising**
Each semester, a computer-generated “hold” is placed on your record. In order to register, you must have the hold removed by being advised by the Graduate Advisor. For continuing students, absolutely no advising is available during final exam week, winter break, or summer break! Advising form is available from the department office. (See pages 6 for a sample of the form.)

**An important note about course load and grades:** In order to graduate, two grade constraints must be met. First, your overall GPA (including all 100- and 200-level courses taken at SJSU, while enrolled in the MS program) must be 3.0 or higher. Second, your GPA for just the thirty units that you use on your Candidacy form (described below) must also be 3.0 or higher. If at any time your overall GPA drops below 3.0, you are placed on Academic Probation, until your overall GPA is back to the 3.0 or higher. Reinstatement from Disqualification requires a minimum of one semester in which you must take six units of 100-level course work that will not be applicable to your graduate degree! Therefore, consult with the Graduate advisor and select your course load carefully to insure good grades and avoid Probation/Disqualification!

**Paperwork and Deadlines**
The Graduate Studies and Research Office website maintains a summary of important deadlines you must meet at: [http://www.sjsu.edu/gape/current_students/deadlines/index.html](http://www.sjsu.edu/gape/current_students/deadlines/index.html) be sure to consult this page occasionally to ensure you meet all deadlines. It is your responsibility to see that these deadlines are met!

**Candidacy Form**
When you have achieved Classified standing, satisfied the Competency in Written English requirement, and completed at least 9 graduate units, you should file your Candidacy form. You can access this form on-line at: [http://www.sjsu.edu/gape/docs/candidacy.pdf](http://www.sjsu.edu/gape/docs/candidacy.pdf) You should first print a blank copy of the form and fill it out by hand. You must list only 30 credit units (no more no less) that satisfy the MSME program requirements. Then take this draft version to the Graduate Advisor during his office hours for his review. Noting any corrections, return to the web page and carefully fill in the Candidacy form (note you cannot save it – so make sure there are no mistakes or you will have to re-enter it!). Print a final copy and take it to the Graduate Advisor for approval and signature. See page 7 for a sample of the completed Candidacy form. The Graduate Advisor will then submit it to the Graduate Admission and Program Evaluation office (GAPE) for you. **Note the deadlines:** the Candidacy form must be submitted by October 1 for May graduation and March 1 for December graduation.
Sometime later (typically two or three months), you should receive a letter from the GSRO admitting you to Candidacy. This means your form was approved. If there is a problem with your form, the GSRO will send you a letter describing the problem and advising you to consult with the Graduate Advisor, which you should do immediately. If you do not receive any notification regarding your Candidacy form by the end of the semester in which you submit it, you should contact the GSRO to determine its status.

**Culminating Experience Require**
When you have completed all your coursework, you need to satisfy the Culminating Experience requirement by demonstrating your competence in advanced engineering courses. This can be done by:
1. Completing the Graduate Project or thesis course.
2. Passing the Comprehensive Exam.

**Graduate Project/Thesis**
If you opt for the Graduate project/Thesis, you are required to complete the project work in two consecutive semesters. Before you register for your thesis/project course, you should discuss your project ideas with one of the full-time faculty members and then prepare a project proposal. With the help of your committee chair, select two additional committee members, have the proposal evaluated and signed by all the committee members. The Project Evaluation Form can be found at: [http://www.sjsu.edu/me/programs/msme/me295/MSMEProj_ThesisProposalEvalForm_F14.pdf](http://www.sjsu.edu/me/programs/msme/me295/MSMEProj_ThesisProposalEvalForm_F14.pdf)

Attach the Project Evaluation Form, approved by all committee members, along with the Project/Thesis Proposal form, available from the department web site. (See page 8 for a sample of the form). Submit all the forms to the Graduate Advisor for his approval. The Graduate Advisor will sign the form and then forward it to the department Chair for approval so that you can enroll in the Project/Thesis course. More details on completing your project/thesis are provided below.

**Comprehensive Exam**
Comprehensive exam is offered every semester. If you opt for this option, you need to fill out the Comprehensive Exam application, which is posted on the department web site. The deadline for application is the same as the one listed for adding a course for that semester. The exam is normally scheduled for the first Friday of April and November. More details can be found on the application form.

**Application for Award of Master’s Degree**
The semester you are scheduled to graduate, you must submit an Application for Award of Master's Degree form by the date specified by the GSRO (usually around the fourth or fifth week of the semester). You can print a copy of this form from the website:

The completed form should be submitted to GAPE, as instructed on the form.

And, as detailed below, you must carefully schedule the completion of your thesis/project to allow sufficient time for your oral defense and for submitting your thesis/project report.
Completing Thesis/Project Requirements

Introduction
The culminating experience for the MSME degrees requires either passing the Comprehensive Exam or successful completion of the thesis/project requirement. The thesis/project options entail six units of credit and either may be selected depending on the nature of the work used to fulfill the requirement. The thesis option (Plan A) is selected by taking ME 299 after admission to Candidacy. The project option (Plan B) is selected by taking ME 295A followed by ME 295B.

Selecting an Advisor, Option, and Topic

Refer to the MS Thesis/Project Guidebook for details.
## Mechanical Engineering Department
### MSME Program of Study Checklist

**Name:** ____________________________

**(Last Name, First Name, MI)**

**Student ID #:** ______________________

**Work Phone:** _______________________

**Email Address:** ______________________

**Home Phone:** _______________________

**Advising for Semester:** ______________________

**Today’s Date:** _______________________

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<th>Course</th>
<th>Units</th>
<th>Semester Completed</th>
<th>Grade</th>
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<td><strong>Required Courses</strong></td>
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<td>ME 295A or ME 299</td>
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<td>ME 295B or ME 299</td>
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<td><strong>Prerequisite Courses for students with non BSME degree</strong></td>
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<td><strong>English Competency Requirement Course</strong></td>
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*English Competency Requirement could be met by taking E100W, E200W, or any other course approved by the Graduate Studies Office*

*My admission to SJSU/MAE/MS program was:  □ Classified  □ Conditional

*Conditions for classified admission are satisfied:  □ No  □ Yes, on: ____________________________

*Undergraduate Institution: ____________________________  U/G GPA: ____________________________

**NOTE:**

1. If you are conditionally classified, you cannot exceed a total of 12 units.
2. You must satisfy the Competency in English requirement before starting your MS Thesis/Project

Approved by Graduate Advisor: ____________________________  Date: ____________________________

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Revised February 2016
Candidacy Form Sample: The Graduate Program and Admission Office requires that you complete the form exactly as the sample shown here. Forms filled out differently may cause delay in processing your Candidacy form.
Mechanical Engineering Department
Graduate Project/Thesis Proposal

Name: ___________________________ SID#: ___________________________

Phone No: _______________________ Email address: _______________________

I wish to register for (select one): ME 295A/B (Project) ME299 (Thesis)

Project/Thesis Title:

________________________________________________________________________

________________________________________________________________________

List of Committee Members:
(Obtain oral approval from each before listing)

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Project/Thesis Proposal:
Attach a project proposal. Include a description of the current state of your topic, how you will advance that state, what you plan to produce or deliver to justify your effort and a schedule for your work. The objective and the procedure for achieving the objecting must be clear and clearly stated. See the MS Thesis Project Guidebook for details.

________________________________________________________________________

Estimated Graduation Date: ____________________________________________

Student Signature: ___________________________ Date: ______________

Approved:

Committee Chair: ___________________________ Date: ______________ Graduate

Coordinator: ___________________________ Date: ______________

Department Chair: ___________________________ Date: ______________
Useful Links

1. All about Admission and applying for MSME:
   http://www.sjsu.edu/gape/prospective_students/

2. If you are enrolled in the program, Steps for completing your degree:
   http://www.sjsu.edu/gape/current_students/completing_masters/index.html

3. Candidacy and Graduation Deadlines:
   http://www.sjsu.edu/gape/current_students/deadlines/index.html

4. Forms you will need for graduation:
   http://www.sjsu.edu/gape/forms/

5. Fees and Financial Assistance:
   http://www.sjsu.edu/gape/financial_information/