

Structural Engineering: PhD Final Defense Exam

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

Before Exam:

	Student informs UCSD Academic Advisor & SDSU Student Affairs Coordinator of interest to take exam at least 2 weeks before the intended exam date.
	Mentorship and Teaching Experience is required from all Structural Engineering Ph.D. students prior to the Dissertation Defense. The requirement can be fulfilled by Teaching Assistant service or by undertaking a structured teaching training program for academic credit (through SE 501 and in consultation with the course instructor that quarter). This requirement can also be satisfied by serving as a research mentor to a team of undergraduate or graduate students in a structured, 10-week, environment.
	Student needs to note any changes to the committee and the Academic Advisor needs to check if the committee needs to be reconstituted.
	Student needs to make a preliminary and a final appointment with Graduate Division Office: https://gradforms.ucsd.edu/calendar/index.php The preliminary is where they explain the Dissertation formatting. The final appointment is where you submit all paperwork including Dissertation.
	Take the Graduation course at SDSU.
	Student lets Academic Advisor know the date and time of the exam so that the Academic Advisor may reserve a room for the day of the exam.
	If student has an office within the UCSD SE department then the student needs to schedule a key return with APHR. To schedule your key return email: (se-aphr@eng.ucsd.edu). Ensure you remove all of your belongings from the office.
	A complete copy of the student's dissertation must be submitted to each member of the doctoral committee approximately three weeks before the defense. While the copy of the dissertation handed to the committee is expected to be complete, and in final form, it should be noted that students are expected to make changes in the text per direction of the committee as a result of the defense.
	Student needs to have their Faculty Advisor proofread their abstract before submitting to UCSD Academic Advisor. Email UCSD Academic Advisor an abstract of your Dissertation as a pdf form that UCSD Academic Advisor can make Announcement to the Public.
	Student will send their committee a reminder email to let them know about the date, time, and location of their Dissertation Defense 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.
	If Student has any questions or concerns then they can contact UCSD Academic Advisor or SDSU Student Affairs Coordinator.
	Student will complete the Exit Survey: https://forms.gle/FnURoQceNTihw9cb9

After Exam:

	SDSU Student Affairs Coordinator will initiate the Adobe Final Defense JDP5 Form for Committee Members to sign.
	Student will sign the JDP5 Form electronically.
	Student will initiate DocuSign for the Dissertation Signature Page for the committee to sign.
	Student will submit all forms to the Graduate Division at their Final Appointment.
	Student will ensure that their permanent address is updated online. If you need to update it, go to the Registrar's Office to change it. They will mail Diploma to Permanent Address.