

REQUEST FOR PRELIMINARY EXAM COMMITTEE

Name: _____ UIN #: _____

Email Address: _____

Tentative Title:

Date of exam: _____ Time: _____

Location: _____

Committee Members:

- | | | |
|----|--|--------------|
| 1. | _____ | _____ |
| | <i>Chair</i> | <i>Dept.</i> |
| 2. | _____ | _____ |
| | <i>Director of Dissertation Research</i> | <i>Dept.</i> |
| 3. | _____ | _____ |
| | | <i>Dept.</i> |
| 4. | _____ | _____ |
| | | <i>Dept.</i> |
| 5. | _____ | _____ |
| | | <i>Dept.</i> |
| 6. | _____ | _____ |
| | | <i>Dept.</i> |

Please note: The majority of your committee members must be in MATSE and have at least a 50% appointment in the Department.

When you meet with the Director of Graduate Studies, be prepared to discuss your coursework requirements. Download and attach a [DARS audit](#)

This form must be turned in to Michelle Malloch in 201 MSEB 3 weeks prior to the date of the exam.

*****You must be registered for the entire term that you take your prelim or final exam*****

Approval Signature: _____

Prof. Moonsub Shim, Director of Graduate Studies

Date

MSE Graduate coursework checklist

NAME: _____

Term of Entry: _____

Today's Date: _____

500-level courses taken (not including seminar courses):

<u>Course Number</u>	<u>Course title</u>	<u>Credit hours</u>	<u>Semester taken</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total 500-level course hours: _____

MSE 595:

<u>Credit hours (0 or 1)</u>	<u>Semester taken</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MSE 529 and/or 559:

<u>Credit hours (0 or 1)</u>	<u>Semester taken</u>	<u>Grade</u>	<u>Credit hours (0 or 1)</u>	<u>Semester taken</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

400-level courses taken (science, engineering, math and related subjects only):

<u>Course Number</u>	<u>Course title</u>	<u>Credit hours</u>	<u>Semester taken</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total 400-level course hours: _____

Check to see if you've met the appropriate requirements in the table below. Make note of requirements not yet satisfied.

MSE Graduate coursework checklist

NAME: _____

Requirements	MS Thesis	MS Non-thesis	PhD (start w/ MS)	PhD (start w/ BS)
Credit Hours	Hours	Hours	Hours	Hours
<i>Total Credit for the Degree</i>	32	36	64	96
MSE 599	8	n/a	44	52
Course Work	24	36	20	44
One of CHEM 544, MSE 500, PHYS 504 with a grade of B or higher			4	4
MSE 492 (1 hour); credit does not apply toward the degree	0	0	0	0
MSE 595 (First 2 years required)	0-2	0-2	0-2	0-4
MSE 529, MSE 559, or MSE 590 (529 or 559 must be taken every semester)	0-4	0-4	0-4	0-8
Minimum 500-level course work (includes MSE 595, 529, 559 and/or 590, up to allowed hours)	14	14	10	24
Minimum MSE course work (includes MSE 595, 529, 559 and/or 590, up to allowed hours)	10	10	10	20

DGS signature: _____

Date: _____

Submit the signed checklist to the department office to keep in your records. Request a copy of this document, update courses taken since prelim sign up and bring it with you when you sign up for your final defense.