

San José State University
Department of Mechanical E

Course Requirements and Assignments

Eligibility for a grade of CR in the **first semester** of ME 299 requires all of the following, with three required documents submitted to your thesis committee chair before the last day of final exams. Inability to complete all of the following in the first semester results in a grade of NC (i.e., no credit). For the first semester, students should allow at least one full week for committee review of the thesis document in progress, plus at least one full week for incorporating edits. This means that the full draft must be ready well before the last day of instruction.

1. Deliver an end-of-semester oral presentation, with acceptability evidenced in the oral presentation grade form signed by all thesis committee members.
2. Submit a full draft of the thesis document in progress, with evidence (e.g., by signature) of approval by the thesis committee chair.
3. Submit the committee consultation form with all affirmation signatures.

Eligibility for a grade of CR in the **second semester** of ME 299 requires all of the following, with three required documents submitted to your thesis committee chair. Inability to complete all of the following in the second semester results in a grade of NC, unless the thesis committee deems that the student qualifies for "report-in-progress" (RP) status, according to Academic Senate Policy S17-5 <http://www.sjsu.edu/senate/docs/S17-5.pdf>.

1. Deliver a final oral thesis defense, with acceptability evidenced in the oral presentation grade form signed by all thesis committee members.
2. Submit a completed thesis that is fully compliant with university requirements, according to format and deadlines set by the College of Graduate Studies.
3. Submit the committee consultation form with all affirmation signatures.

Students are strongly advised that thesis deadlines are firm and inflexible. University deadlines are posted by the College of Graduate Studies at <https://www.sjsu.edu/cgs/current-students/thesis-and-dissertations/>. It is vitally important for each student to work closely with his or her thesis committee to ensure adequate time for manuscript review and refinement before university deadlines. Students should allow approximately two weeks for committee review and at least two weeks for incorporating edits *before* university deadlines. University deadlines are typically in early April for spring semester graduation and in early November for fall semester graduation. Accordingly, a full manuscript would be due to the thesis committee in early March for spring semester graduation and in early October for fall semester graduation.

The "Verification of Culminating Experience" required by the Graduate Admissions & Program Evaluations will be issued by the ME Graduate Program Coordinator only after proof of thesis completion and university-level approval by the College of Graduate Studies.

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Grading Information

Evaluation criteria for grading are posted at http://www.sjsu.edu/me/msme/current_students/forms_mre