

Instructions for Filling out the Candidacy Form

NOTE: When filling out the Candidacy Form, you must follow the instructions given here.

Approval of the Candidacy Form will be delayed if you fail to do so.

After completing the form, submit it to the ME Office for approval. The ME Department staff will route it for approval by the ME Graduate Program Coordinator and forward your form to GAPE. A Graduate Evaluator from GAPE will inform you by email to let you know if your form has been approved or if you need to take further action.

Here are the step-by-step instructions for the Candidacy Form.

Student Information: Under this heading, enter your personal information. (Instructions are given in italics)

Student Information			
<small>Completed form should be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/gape/about_us/staff), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended zip 0017.</small>			
Last Name	SJSU	First Name	John
Student ID	123456789	Previous Name (if any)	
Current Address	12345 Street Rd	City	San Jose State California Zip 95192
Daytime Phone	(123) 456 7891	Email Address	john.sjsu@sjsu.edu

(cont. below)

Degree Information

Degree sought: MSME

Concentration: Leave it blank.

Means of satisfying Graduate Writing Assessment Requirement. Course Prefix, Catalog

No.: All MSME students must satisfy the Graduation Writing Assessment Requirement (GWAR).

This requirement must be completed before a student can be admitted to candidacy. The ME

Department recommends that all current MSME students satisfy the GWAR requirement by

taking ME 291. Learn more in the [SJSU Catalog](#).

Plan: Check A if you have opted for thesis and B if you have opted for project.

Degree Information					
Degree Sought, e.g., MBA	MS	Major	Mechanical Engineering	Concentration, if applicable	
Means of satisfying Graduation Writing Assessment Requirement: Course Prefix, Catalog No.				ME 291	
University where taken		San Jose State University	Semester/Year GWAR Completed	S26	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C

Proposed Graduate Degree Program

A. Courses (including all SJSU courses taken and those that will be taken for degree credit; leave “grade” section blank for current and future classes)

Provide a list of 9 courses (27 total) that you would like to be considered as your degree program. This section should contain a list of only 27 units; no more, no less (including ME 295A for the Project option B, or ME 299-I for the Thesis option A).

Additional guidelines:

- There are 3 **required** courses that must be listed on your form for it to be valid:
ME 291, ME 230, and ME 273.
- You may list no more than 2 undergraduate courses.

A. Courses (include all SJSU courses taken and those that will be taken for degree credit; leave Grade section blank for current and future classes.)					
Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
ME 273	Finite Element Methods in Engineering	3		A+	F25
ME 230	Advanced Mechanical Engineering Analysis	3		A+	F25
ME 291	Project Planning	3		A+	F25
ME 280	Automatic Control Engineering	3		A+	S28
ME 281	Advanced Control System Design	3		A+	S28
ME 280	Applied Stress Analysis	3		A+	S26
ME 285	Mechatronic System Engineering	3		—	F28
ME 250	Precision Machine Design	3		—	F28
ME 295A	Mechanical Engineering Project I	3		—	F28

B. Culminating Experience

Check the top box if you have opted for thesis (ME 299-I & ME 299-II) and middle box if you have opted for project (ME 295A & ME 295B). In the second column under “Course Prefix/catalog No.,” enter ME 299-II or ME 295B, depending on whether you have opted for thesis or project. In the third column under “Total Units”, enter 3. Leave the rest of the columns blank.

B. Culminating Experience				
Check box if applicable and then fill out corresponding row				
	Course Prefix/Catalog No. (e.g., MAS 203)	Total Units	Grade	Semester/Year Completed
<input type="checkbox"/>	299 Thesis (Plan A)/Creative Work (Plan C)			
<input checked="" type="checkbox"/>	Last completed project or comprehensive exam-preparation course (plan B)	ME 295B	3	S27
<input type="checkbox"/>	Other Culminating Experiences			
	1) Other culminating experience	Type		Semester/Year Completed
	2) Other culminating experience			
	Course Prefix/Catalog No. (e.g., MAS 203)	Total Units	Grade	Semester/Year Completed

C. Transfer Courses

Provide information on any transfer courses if you intend to include them in your program; the columns and headings are self-explanatory. NOTE: On the right-hand edge of section C, please note the total units in each section of the form, and in the form overall (Total overall should not exceed 30 units).

C. Transfer Courses						
University	Course Prefix/No.	Title	Semester	Units	Grade	Semester/Year Completed
Sub. for SJSU Course						
Sub. for SJSU Course						
Sub. for SJSU Course						
Sub. for SJSU Course						

Units	
A	27
B	3
C	0
Total	30

D. Required Signatures

Review the form for any errors and sign it before submitting it to the ME Office via email
(mechanicalengineering@sjsu.edu; CC Lydie Rashel at lydie.rashel@sjsu.edu)

Required Signatures			For Official Use Only
Student	<input type="text"/>	Date <input type="text"/>	
<small>Signature (certifies accuracy of the information provided)</small>			
<small>The signatures below indicate approval.</small>			
Project or Thesis Advisor (if required by your department)			
Name	<input type="text"/>	Signature	Date <input type="text"/>
Department Grad Advisor (Grad Coordinator)			
Name	<input type="text"/>	Signature	Date <input type="text"/>
GAPE Evaluator			
<input type="radio"/> Approved	<input type="radio"/> Denied	Name <input type="text"/>	Date <input type="text"/>

(cont. below)

