

REQUEST FOR PRELIMINARY EXAM COMMITTEE

****Reminder: Per Graduate College Policy, you must be registered for the entire term in which you will take the final exam****

Name: _____ UIN #: _____
as it will appear on thesis title page

Email Address: _____

Final Thesis Title: _____

Date of exam: _____ Time: _____ Location: _____

Committee Members (Name)	Net ID	Department
<i>Chair</i>		
1. _____	_____	_____
<i>Director of Dissertation Research</i>		
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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 Associate Head of Graduate Studies, be prepared to discuss your coursework requirements.
 - **Please download and review your academic history/unofficial transcript.** This can be found via your Student Self Service account: <https://apps.uillinois.edu/selfservice>. For more information see <https://registrar.illinois.edu/academic-records/transcripts/>.
 - **You are responsible for checking accuracy when copying coursework completed onto pg 2 of this form.**
 - **Complete both the Graduate Coursework Checklist and Requirements for Total Coursework on pgs. 2-3 of this request form.**

Please also bring a copy of your coursework checklist from your prelim request approved by the Associate Head of Graduate Studies.

- This form must be turned in to the Graduate Programs Office 106 MSEB 3 weeks prior to the date of the exam with Associate Head signature.

Approval Signature: _____
Associate Head of Graduate Studies

Date

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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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 500-level course hours: _____**Total MSE course hours:** _____**TOTAL course credit hours:** _____

Requirements for Total Coursework:

Please check box on left below, if you have satisfied the requirement and/or credit hours.

MSE 500	*MSE 500 (4 credit hours) must be taken with an earned grade of B or Higher (CHEM 544, MSE 500, PHS 504 equivalent can be approved to meet MSE 500 requirement.)
MSE 492 (Lab Safety)	Does not count towards degree
MSE 595 Colloquium	*MSE 595-Colloquium (0 or 1 hour) must be taken every semester in the first two years of residence. A maximum of 2 hours (if entering with an M.S. degree) or 4 hours (if entering with a B.S. degree) may be applied toward the degree.
MSE 529, MSE 559	*MSE 529 or MSE 559- Seminars (0 or 1 hour) must be taken every semester. A maximum of 4 hours (if entering with an M.S. degree) or 8 hours (if entering with a B.S. degree) may be applied toward the degree. (MSE 590 , advisor group meetings credit hours earned are combined to count toward the max hours allowed for MSE 529/559.)
MSE 599 Thesis Research	*MSE 599 Thesis Research 44 hours required if entering with an M.S. degree 52 hours required if entering with a B.S. degree
Minimum GPA	3.0 3.0

Ph.D. Degree Requirements	Entering with approved M.S. degree	Entering with approved B.S. degree*
Credit Hours	Hours	Hours
Total Credit for the Degree	64	96
Thesis Research - MSE 599	44	52
Course Work	20	44
One of CHEM 544, MSE 500, PHS 504 with a grade of B or higher	4	4
MSE 492 (credit does not apply toward the degree)	0	0
MSE 595	0-2	0-4
Advisor group meetings (MSE 590) and area seminars (MSE 529, MSE 559) (subject to Other Requirements and Conditions below)	0-4	0-8
Other Requirements and Conditions (may overlap):		
MSE course work hours	10	20
500-level credit hours applied toward the degree (excluding 599)	10	24
MSE 595 (0 or 1 hour) must be taken every semester in the first two years of residence. A maximum of 2 hours (if entering with an M. S. degree) or 4 hours (if entering with a B. S. degree) may be applied toward the degree.		
MSE 529 or MSE 559 (0 or 1 hour) must be taken every semester. A maximum of 4 hours (if entering with an M. S. degree) or 8 hours (if entering with a B. S. degree) may be applied toward the degree.		
The minimum program GPA is 3.0.		

See <https://matse.illinois.edu/academics/graduate-programs/graduate-degree-requirements> for full summary of PhD requirements and information.