

Master's Degree: Preparing for Graduation



UNIVERSITY OF CALIFORNIA
MERCED

SCHOOL OF
ENGINEERING

Overview

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Review MyDegree Path

Review your degree progress online through MyDegreePath

<https://registrar.ucmerced.edu/mydegreepath>

- Contact your Graduate Coordinator in case you notice any discrepancies or incomplete requirements in your degree audit by completing the [Degree Audit Discrepancy or Missing Requirement Submission](#) webform.
- **Notify SoE Graduate Staff at least 2 months prior to final semester for a degree check. Send email soe-grstaff@ucmerced.edu**



Each graduate program is different, and you should visit your program's website for specific degree requirements.

Visit your Graduate Program website [here](#).



Changes to your Advancement Committee?

When Committee membership changes must be made, the graduate advisor in consultation with the student should recommend a new committee member, giving the reason for the change. The change must be reviewed and approved by the Chair of the Graduate Group and the Vice Provost and Dean of Graduate Education.

The student may request that the committee be reconstituted:

- If a committee member's absence from campus for an extended period of time makes scheduling of examinations unreasonably difficult.
- If there is a substantial change in the thesis topic.
- If there is a departure of a committee member from the university.

Complete the [***Request for Reconstitution of Committee Membership***](#) form in advance (at least 2 weeks prior to your scheduled examination date) to allow for review and processing time.

Please submit all documents to soe-grstaff@ucmerced.edu for review and routing purposes.

Changes to Advancement Committee – Adding External Committee Member

Under some circumstances one of the committee members can be a UC Merced faculty member from outside the group or a regular or adjunct faculty member from any UC campus or an individual from outside the University of California who has special expertise and qualifications. External committee members must be approved by the Graduate Dean.

The following is required for review and approval of a External Committee Member:

- ✓ A justification letter from the graduate advisor indicating the appointee's affiliation and title and how the prospective appointee has special expertise or qualifications that are not represented on the campus.
- ✓ A curriculum vita from the proposed appointee.
- ✓ A letter from the proposed appointee indicating a willingness to serve on committee.
- ***You will need to provide this information along with your reconstitution of committee form. Submit your form and supporting documents to soe-grstaff@ucmerced.edu for review and routing purposes.***

Graduate Student Graduation Application

- Complete the [Graduate Student Graduation Application](#) for the term you plan to graduate. If participating in Commencement, you must confirm your participation when submitting the Graduation Application.
- Graduate Division Dates & Deadlines: <https://graduatedivision.ucmerced.edu/current-students/calendar-and-deadlines>

Application Deadlines	Term
Wednesday, February 15 , 2022	Spring 2022
Wednesday, June 15 , 2022	Summer 2022
Wednesday, September 15 , 2021	Fall 2021



Visit Grad Fair website for academic regalia information:
<https://commencement.ucmerced.edu/grad-gear>

M.S. (Plan I) Thesis Defense, Exam and Filing

- M.S. Thesis Defense, Exam, and Filing Instructions (Plan I)
<https://engineeringgrads.ucmerced.edu/academics/masters-degree/ms-plan-i-thesis-defense-exam-and-filing>
- What are the examination documents provided to you and your Degree Committee Chair prior to your exam date?
 - ✓ Approved Advancement to Candidacy
 - ✓ Copy of UC Merced Transcripts
 - ✓ M.S. (Plan I) Thesis Defense exam rubric
 - ✓ MS Plan I Supplemental Report for the MS Thesis Defense

Note: the Signature Thesis Page is provided to Committee by Student

M.S. (Plan II) Comprehensive Exam/Project and Filing

- M.S. Comprehensive Exam/Capstone Filing Instructions (Plan II)
<https://engineeringgrads.ucmerced.edu/academics/masters-degree/ms-plan-ii-comprehensive-examproject-and-filing>
- What are the examination documents provided to you and your Degree Committee Chair prior to your exam date?
 - ✓ Approved Advancement to Candidacy
 - ✓ Copy of UC Merced Transcripts
 - ✓ M.S. (Plan II) Comprehensive Exam/Project exam rubric
 - ✓ MS Plan II Supplemental Report on M.S. Comprehensive Examination/Project

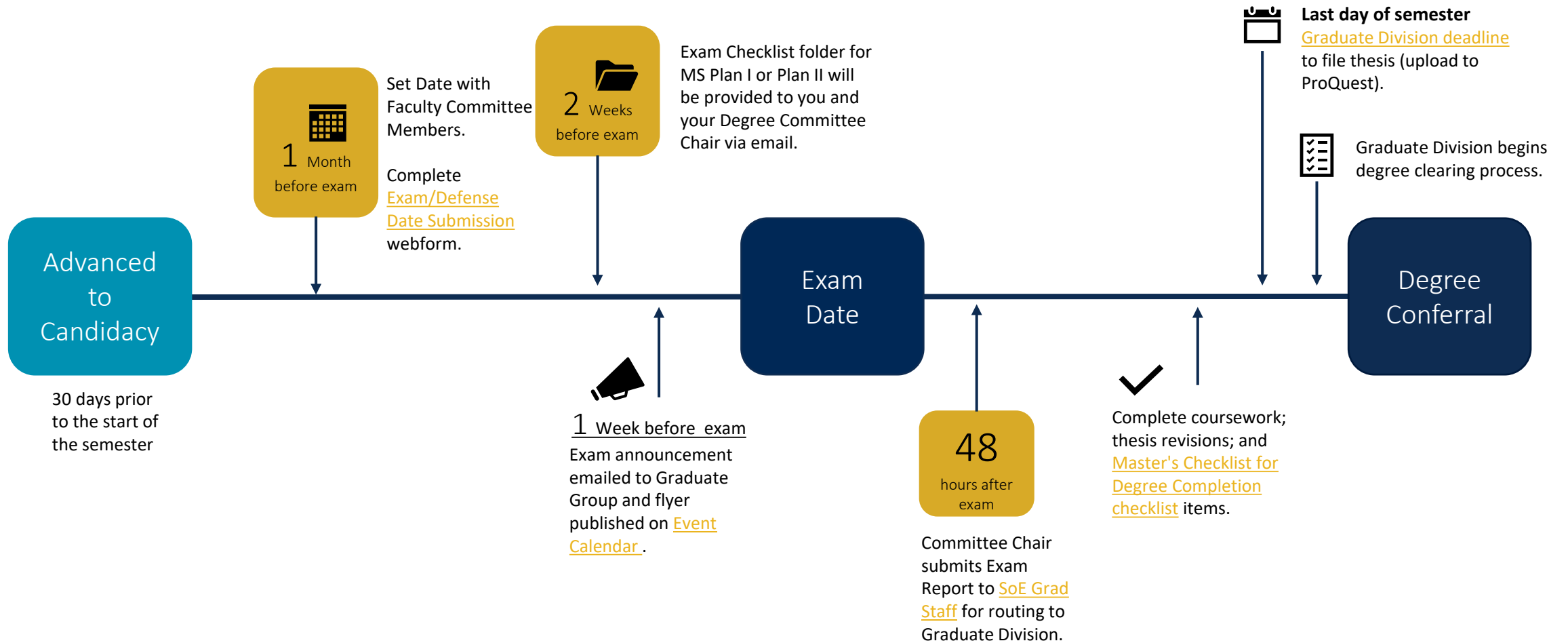


ME Plan II Students
Please note, ME Plan II has different filing instructions. Please contact [SoE Graduate Staff](#) for your specific requirements.

Graduate Division Resources, Guidelines, & Degree Conferral

- Graduate Division provides the following resources and guidelines:
<https://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>
 - Request for Expected Degree Conferral Letter –*a letter stating you expect to receive your degree at end of the term, typically provided to students whose future employer is requesting it by end of term.*
 - Degree Application Forms and Guidelines
 - Master's Checklist for Degree Completion
 - Thesis and Dissertation Guidelines
 - [Dissertation/Thesis Submission](#)
- Degrees are normally conferred 8-10 weeks **after the end of the term**. Once your degree is conferred, your official transcript is the most authoritative way to show your degree conferral. For more information, visit:
<https://registrar.ucmerced.edu/policies/graduation#conferral>

Timeline Summary



...What if my plans change?

Changing Graduation Term



- If changing your graduation term, you will need to complete the [Graduation Term Refile](#) form.
- Please notify our office if you need to change your graduation term at soe-grstaff@ucmerced.edu.

Filing Fee

Filing Fee is a one-half of the Student Services fee for students who have completed all requirements for their degrees except for filing their thesis/project.

- Available for the **fall and spring semesters only**.
- **May be used only once during a student's career.**
- Not a form of registration. If students wish to use university services that are supported by registration fees, they must pay those fees.
- Students on Filing fee status are not eligible to hold academic appointments because they are not registered.

Filing Fee Petition and Filing Fee FAQs:

<http://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>

Additional Resources

The Engineering Graduate Programs Services website <https://engineeringgrads.ucmerced.edu> was designed with students in mind.

This very helpful resource includes general information about guidelines, policies, procedures, and resources that will aid in your successful completion of graduate studies at UC Merced. Program specific degree requirements are listed on [each graduate program website](#).

The “Academics” tab will provide information on various procedures (i.e. Advancement to Candidacy, Graduation Procedures) as it relates to your Master’s Degree.



Questions?

Please contact SoE Graduate Staff at soe-grstaff@ucmerced.edu

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Engineering Graduate Students

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Master's Degree

A Master's degree is a post-secondary degree that allows students to have a more concentrated curriculum that is different from their undergraduate program. For most programs, we offer 2 MS plans, Plan I which requires a written thesis and Plan II which requires a project/capstone/examination. Typically, a minimum of 24 units is required for an MS degree at UC Merced and a minimum of 1 year of full-time study beyond the bachelor's degree.

For more information regarding minimum M.S. Degree Requirements, please refer to the [Graduate Policies & Procedures Handbook](#) at: <http://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publi...>

Each graduate program is different and you should visit the graduate program website to inquire about which plans are offered and the requirements.

Additional Information

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 - M.S. (Plan I) Thesis Defense, Exam and Filing
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 - Advancing to Candidacy (M.S.)

