Master’s Degree: Preparing for Graduation
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
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](https://graduatedivision.ucmerced.edu/current-students/calendar-and-deadlines) 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](https://graduatedivision.ucmerced.edu/current-students/calendar-and-deadlines)

<table>
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<tr>
<th>Application Deadlines</th>
<th>Term</th>
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<tr>
<td>Wednesday, February 15, 2022</td>
<td>Spring 2022</td>
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<tr>
<td>Wednesday, June 15, 2022</td>
<td>Summer 2022</td>
</tr>
<tr>
<td>Wednesday, September 15, 2021</td>
<td>Fall 2021</td>
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Visit Grad Fair website for academic regalia information: [https://commencement.ucmerced.edu/grad-gear](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)

- 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


• 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

Advanced to Candidacy

- 30 days prior to the start of the semester
- Set Date with Faculty Committee Members.
- Complete Exam/Defense Date Submission webform.

Exam Date

- 1 Week before exam: Exam announcement emailed to Graduate Group and flyer published on Event Calendar.
- Exam Checklist folder for MS Plan I or Plan II will be provided to you and your Degree Committee Chair via email.

48 hours after exam

Committee Chair submits Exam Report to SoE Grad Staff for routing to Graduate Division.

Degree Conferral

- Last day of semester: Graduate Division deadline to file thesis (upload to ProQuest).
- Graduate Division begins degree clearing process.

Timeline:
- Complete coursework; thesis revisions; and Master’s Checklist for Degree Completion checklist items.

30 days prior to the start of the semester:
- Set Date with Faculty Committee Members.
- Complete Exam/Defense Date Submission webform.

1 Month before exam

1 Week before exam

2 Weeks before exam
...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](http://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications)
Additional Resources

The Engineering Graduate Programs Services website [https://engineeringgrads.ucmerced.edu](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](mailto:soe-grstaff@ucmerced.edu)