

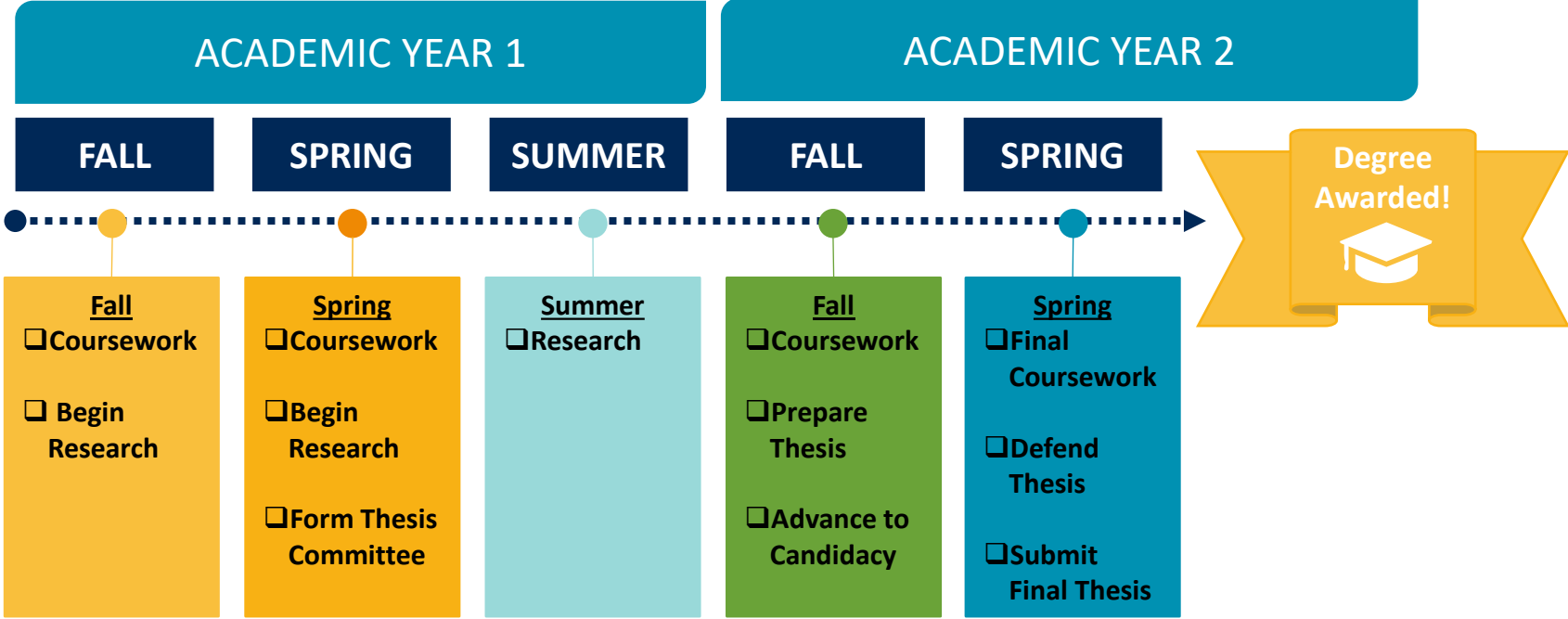


**M.S. Time to Degree:
Pre-Candidacy and
Advancement to Candidacy**



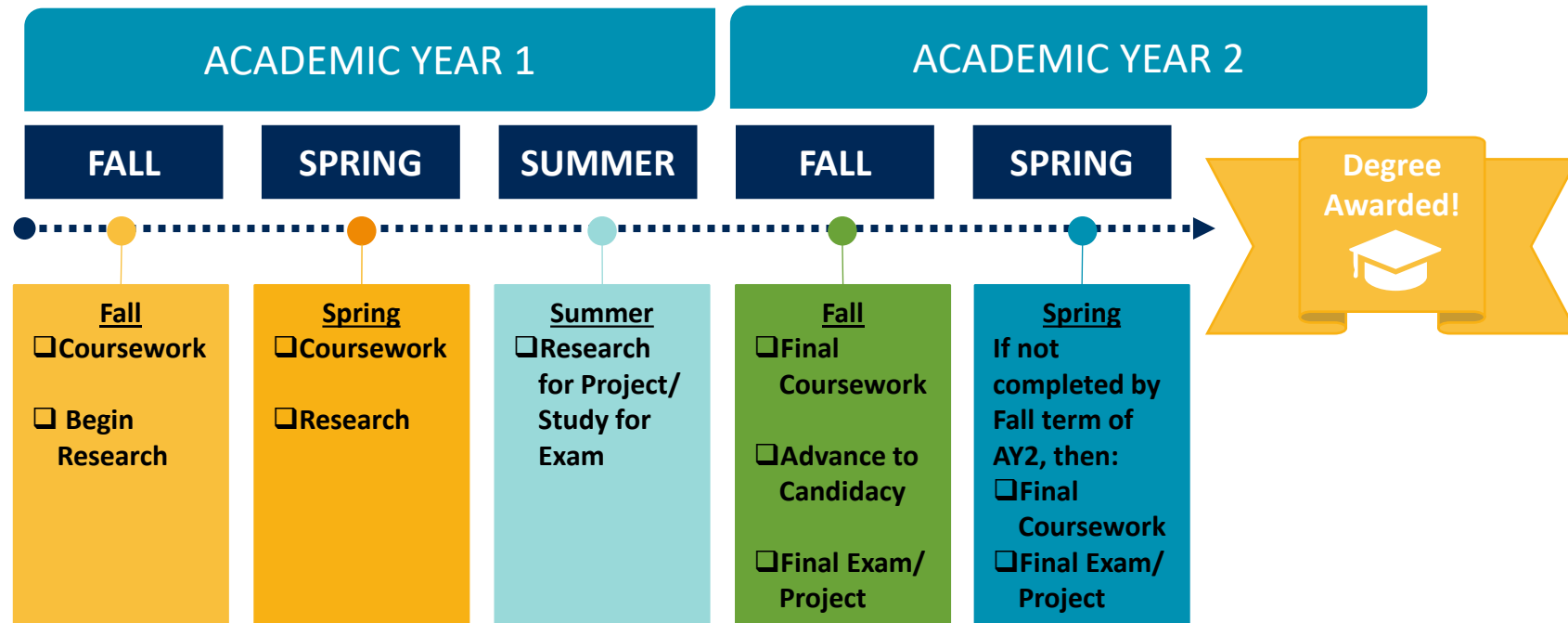
SOE
School of
Engineering

Roadmap to Success: Sample Timeline Master's Degree (Plan I)*



***This graphic is for demonstration purposes only. For specific details regarding the M.S. degree Plan I, please consult with your graduate program handbook and your advisor.**

Roadmap to Success: Sample Timeline Master's Degree (Plan II)*



***This graphic is for demonstration purposes only. For specific details regarding the M.S. degree Plan II, please consult with your graduate program handbook and your advisor.**

M.S. General Requirements

To obtain a MS degree from UC Merced, you must meet the following requirements:

- ✓ Completed required semester units specific to your graduate program and Master's Degree track (minimum 24 units)
- ✓ Maintain a cumulative GPA of at least 3.0 in all coursework (upper division and graduate level)
- ✓ Minimum of two (2) semesters of Academic Residency
 - ✓ Academic Residency is 12 units per semester for MS students
- ✓ Any additional requirements required by your graduate program
- ✓ Approved MS Thesis (Plan I); Approved Capstone Project (Plan II); or Passing of Comprehensive Exam (Plan II)

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

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



Pre-Candidacy Requirements

Student Responsibility:

- ✓ Meet with faculty advisor regarding course selection and MS option
 - ✓ MS Plan I-Thesis
 - ✓ MS Plan II-Capstone/Comprehensive Examination
 - ✓ Notify soe-grstaff@ucmerced.edu of your MS Plan option
- ✓ Review your degree audit (MyDegree) at my.ucmerced.edu to review your academic plan
- ✓ Maintain a cumulative GPA of at least 3.0
- ✓ Complete any additional requirements as determined by your graduate program (Core Knowledge Examination-MBSE)
- ✓ **Contact SoE Graduate Staff at least 2 months prior to the semester you plan to graduate to discuss:**
 - ✓ Outstanding/Remaining coursework and graduation requirements
 - ✓ Any discrepancies on degree audit
 - ✓ Any additional requirements established by your graduate program

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

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



M.S. Advancement to Candidacy

What does it mean to be Advanced to Candidacy?

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

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



Advancement to Candidacy signifies:

- ✓ You have completed most your coursework
 - ✓ only one semester remaining of coursework
- ✓ You have completed other requirements determined by your program
 - ✓ Example Core Knowledge Exam-MBSE
- ✓ You are ready to move forward to the final thesis/comprehensive exam phase
- ✓ You have a final semester remaining before graduating
- ✓ Approved MS Advancement to Candidacy form

Advancement to Candidacy Workflow Process

Graduate students must be advanced to candidacy for their degree prior to the beginning of the final semester of enrollment (preferably 30 days before). An Application for Advancement to Candidacy initiated by the student and approved by the Graduate Group should be submitted to the Graduate Dean.

1

Complete requirements for M.S. Advancement to Candidacy.

- ✓ Review your **degree audit** via MyDegreePath in case you notice any discrepancies or incomplete requirements.
- ✓ Notify SoE Graduate Staff at least 2 months prior to final semester for a degree check. Send email soe-grstaff@ucmerced.edu

Visit [MyDegreePath](#) to review your audit.

2

Complete Application for Advancement to Candidacy. The **Graduate Coordinator** will email you the link to the online M.S. Advancement to Candidacy Form after initial audit degree check has been completed/conducted.

You will need to have your committee members already identified to complete this form.

Please email soe-grstaff@ucmerced.edu

3

Advancement to Candidacy form approval flow:

- ✓ **Graduate Services** receives form and reviews validity of committee.
- ✓ Each committee member will need to approve form separately.
- ✓ Graduate Advisor approves.
- ✓ Graduate Program Chair approves.
- ✓ Graduate Dean approves.

[Advancement to Candidacy Approval Flow](#)

4

Graduate Services will finalize processing of your form and notify you via email to confirm approval and your Advancement to Candidacy status.

Review the Graduate Division website for graduation application instructions, important dates and deadlines, as well as the Engineering Graduate Students website for examination and filing instructions.

[Graduate Division Dates & Deadlines](#)

Date	Term
Deadlines for filing Advancement to Candidacy for the Fall/Spring with Graduate Division for Academic Year 2023-204	
December 8, 2023	Spring 2024
July 12, 2024	Fall 2024



Visit Graduate Division website for additional dates and deadlines:

<https://graduatedivision.ucmerced.edu/current-students/calendar-and-deadlines>

Committee Composition

Committee Membership nominations are made in consultation with your Graduate Advisor, Graduate Program Chair, and approved by the Graduate Dean. Review your Graduate Program Policies and Procedures for specific requirements.



Committee Chair Nomination

Please note, some programs do not allow the Faculty/Research Advisor to serve as your examination chair. Review your Graduate Group's specific requirements for Committee Membership.

Advancement to Candidacy General Committee is comprised of at least three voting members of the University of California Academic Senate. A majority of the committee must hold Core or Affiliate appointments in the your Graduate Group:

- **Committee Chair:** a member of the student's Graduate Group.
- **General Membership (2 or more)** - A majority of voting members hold appointments in the student's Graduate Group.
- **Oversight Member (if applicable)** - Appointed in addition to the three general members.

External Committee Members

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 an 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.

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

Remote Committee Participation

In-person committee participation is required by default. However, if a committee member must participate remotely and is the student or an active status graduate faculty, you will need to:

- Submit a general petition to Graduate Services for the participants wishing to participate remotely.
- General petitions are not required for remote participation by an external member or graduate faculty on sabbatical or inactive status. In these cases, the Chair of examination committee will need to notify Graduate Services via email at gradservices@ucmerced.edu .