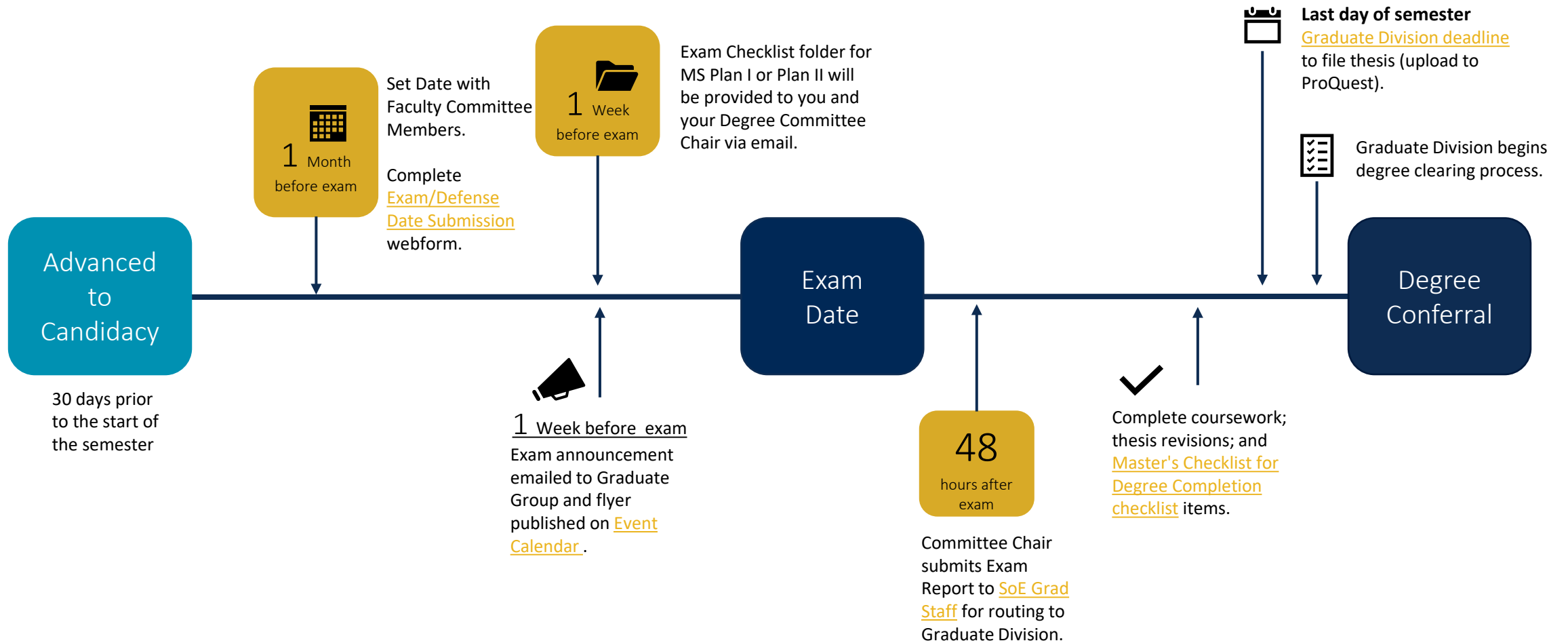


# M.S. Time to Degree: Preparing for Graduation



**SOE**  
School of  
Engineering

# Timeline Summary





# Review MyDegree Path

- Review your degree progress online through MyDegreePath <https://myconnect.ucmerced.edu/>
- Additional items reflected on your degree audit:
  - ✓ Approved General Petition(s)
  - ✓ Approved Course Unit Reduction by General Petition
  - ✓ Completed Teaching Assistantship Requirement
  - ✓ Completed Open Technical Seminar Requirement
- Contact your Graduate Coordinator in case you notice any discrepancies or incomplete requirements in your degree audit .
- Notify SoE Graduate Staff prior to your (planned) final semester for a degree check. Send email to [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu)



# Requesting Reconstitution of 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](mailto:soe-grstaff@ucmerced.edu) for review and routing purpose.***

# 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
  - ✓ MS Final Report

***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
  - ✓ MS Final Report



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

# 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 Graduation & Commencement:  
<https://graduatedivision.ucmerced.edu/graddivgraduation>
- Students on the applied to graduate list will receive an email regarding procedures to notify SOE Graduate Staff of your Defense Date and Graduation deadlines.

Application Deadlines	Term
Friday, <b>November 17</b> , 2023	Fall 2023
Sunday, <b>April 14</b> , 2024	Spring 2024
Friday, <b>June 14</b> , 2024	Summer 2024



Visit Grad Fair website for academic regalia information:

<https://commencement.ucmerced.edu/grad-gear>

**...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](mailto: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 Deadline: Add (two weeks before instruction)

Filing Fee Petition and Filing Fee FAQs:

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

# 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>

# Additional Resources

The Engineering Graduate Students website

<https://engineeringgrads.ucmerced.edu> was designed with students in mind.

- [M.S. Thesis Defense, Exam and Filing Procedure \(Plan I\)](#)
- [M.S. Comprehensive Exam/Capstone Filing Instructions \(Plan II\)](#)

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's website](#).



Questions? Please contact SoE Graduate Staff at [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu)