

# Doctoral Degree: Preparing for Graduation



UNIVERSITY OF CALIFORNIA  
**MERCED**

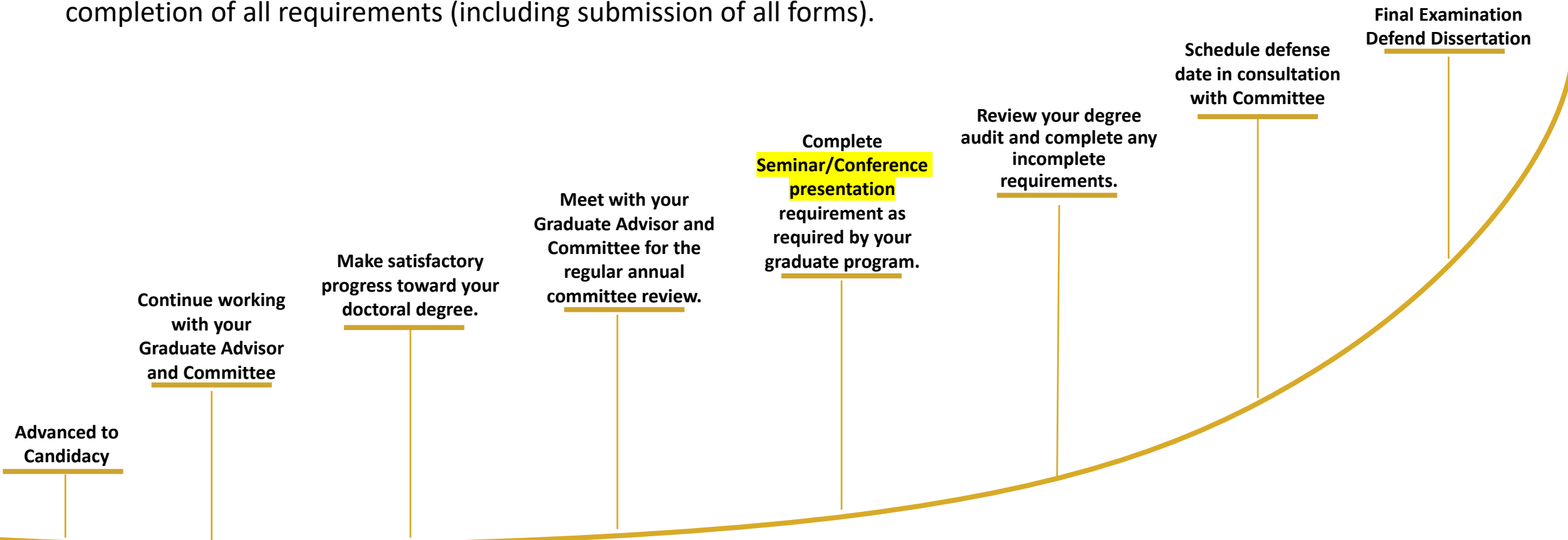
SCHOOL OF  
ENGINEERING

# Overview

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# Next Steps after Advancement to Candidacy...

Advancement to Candidacy begins with the first academic term following completion of all requirements (including submission of all forms).



# Review MyDegree Path

- Review your degree progress online through MyDegreePath <https://registrar.ucmerced.edu/mydegreepath>
- Additional items reflected on your degree audit:
  - ✓ Approved General Petition(s)
  - ✓ Approved Course Unit Reduction (ES, ME only)
  - ✓ Completed Teaching Assistantship Requirement
  - ✓ Completed Seminar Requirement
- 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 prior to final semester for a degree check. Send email to [soe-grstaff@ucmerced.edu](mailto: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](mailto: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](mailto: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, <b>February 15</b> , 2022	Spring 2022
Wednesday, <b>June 15</b> , 2022	Summer 2022
Wednesday, <b>September 15</b> , 2021	Fall 2021



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

# Ph.D. Dissertation and Final Examination

- Ph.D. Dissertation Defense, Exam, and Filing Instructions  
<https://engineeringgrads.ucmerced.edu/academics/doctorate/phd-dissertation-defense-exam-and-filing>
- What are the examination documents provided to you and your Degree Committee Chair prior to your exam date?
  - ✓ Preliminary Examination Results (if applicable)
  - ✓ Qualifying Examination Report
  - ✓ Approved Advancement to Candidacy
  - ✓ Copy of UC Merced Transcripts
  - ✓ PhD Dissertation Defense online rubric link

*Note: the Signature Dissertation Page is provided to Committee by Student. It is advisable to provide 2-3 copies.*



## **Reminder!**

### **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.

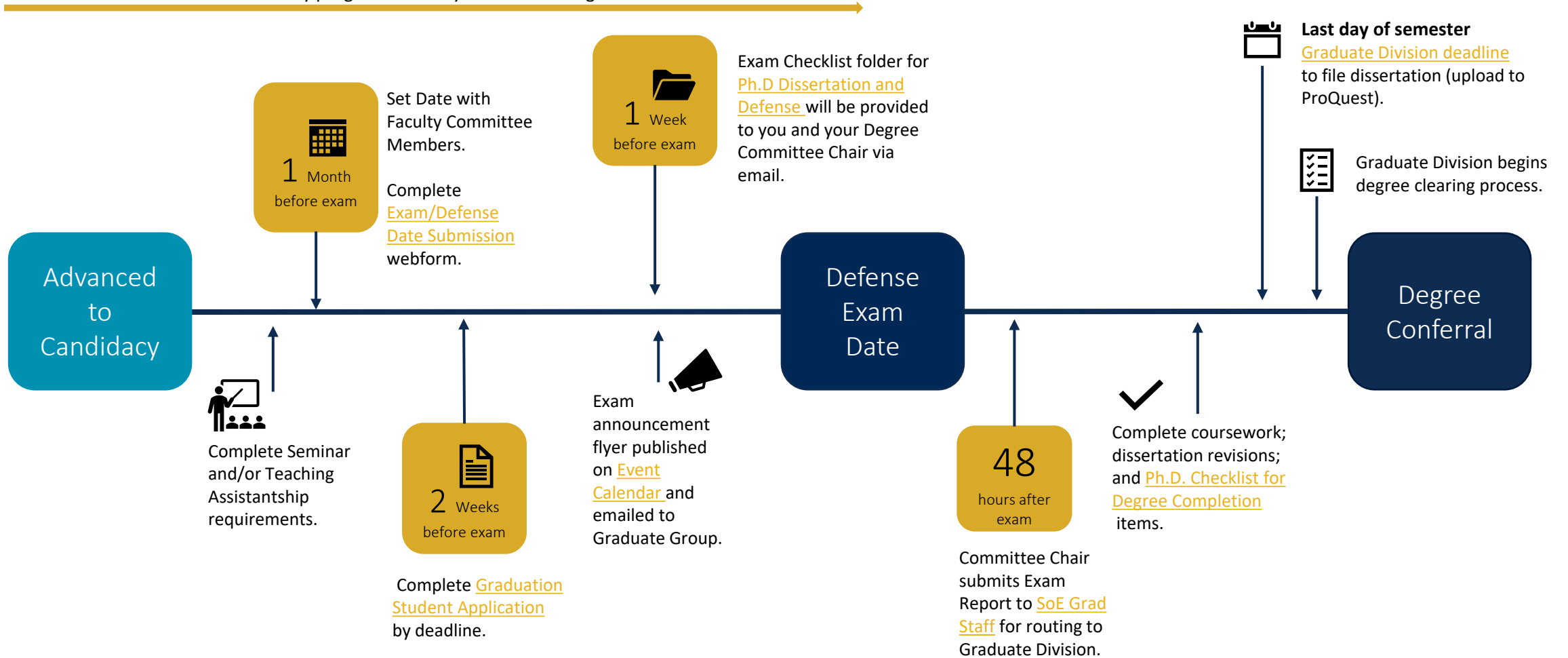


# Graduate Division Resources, Guidelines, & Degree Conferral

- 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
  - Ph.D. 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

Make satisfactory progress toward your doctoral degree.



...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 doctoral students who have completed all requirements for their degrees except for filing their dissertation and presenting the Final Defense.

- 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 Students website

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

- [Ph.D. Pre-Candidacy Examinations \(preliminary examination and Qualifying Examination\)](#)
- [Advancement to Candidacy](#)
- [Ph.D. Dissertation Defense, Exam and Filing instructions](#)

This very helpful resource includes general information about guidelines, policies, various procedures (i.e. Qualifying Exam, Advancement to Candidacy, Graduation Procedures) as it relates to your Doctoral Degree, 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](#).



The screenshot shows the website header for the University of California Merced, with navigation links for Directory, Apply, and Give. The main title is "Engineering Graduate Students". Below the title is a navigation menu with links for Home, Prospective Students, Incoming Students, Academics, Funding & Employment, Research Centers and Institutes, and Resources. The date "WEDNESDAY 7 OCTOBER 2020" is displayed. The main content area is titled "Doctoral Degree" and includes a sub-section "Doctoral Degree (Ph.D.)". A sidebar on the left lists "Additional Information" with links to Graduate Programs, Doctorate, Doctoral Examinations (Pre-Candidacy), Ph.D. Sample Timeline, Advancing to Candidacy (Ph.D.), Ph.D. Dissertation Defense, Exam and Filing, Master's Degree, Academic Standards, Academic Calendar, Roles and Responsibilities, Registration Procedures, and Forms. The main text describes a doctorate degree as the highest post-secondary degree, typically requiring four semesters of academic residency and a longer period of study (four to six years). It also mentions that students can be admitted to the Ph.D. program directly with a related bachelor's degree or a related MS degree.



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

