



## CHECKLIST FOR COMPLETION OF MASTER'S DEGREE

The Graduate Division has prepared the following checklist to assist you with submitting the required forms and filing your thesis. All university and program requirements **must** be met prior to formal awarding of the degree. Conferral of degree is the last day of the academic semester in which all requirements have been completed. Any problems could delay the awarding of the degree and may result in applying for the degree in the next term.

The final version of the thesis must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. Once Graduate Studies has accepted the thesis through the ProQuest website, any problems identified could mean a delay in the awarding of the degree. **Published deadlines for turning in the thesis will be strictly observed.** If you miss the [deadline](#), you will have to reapply for graduation.

All forms must be submitted to the Graduate Division by the posted deadline. If you would like an exit appointment with Graduate Division staff to review your forms and documents submitted, you may meet with a staff member during walk-in times or schedule an appointment by calling (209) 228-4723. **We strongly recommend your thesis be submitted prior to your appointment.**

### PLEASE BE SURE TO:

- File a [Graduate Student Graduation Application](#) with the Registrar's Office – obtain all necessary signatures and pay the appropriate fee(s). Deadlines for submission of the Graduate Student Graduation Application are available on the [Registrar's website](#).
- Refer to the [UC Merced Thesis and Dissertation Guidelines Manual](#) for basic formatting guidelines.
- Submit thesis electronically to the [UC Merced ProQuest](#) website by the posted deadline. We strongly recommend you submit your thesis electronically prior to your appointment with Graduate Division.
- Have you made any changes to your thesis committee? If so, have you submitted a [Request for Reconstitution of Committee](#)?
- Are you currently registered or on Filing Fee status? If you are on Filing Fee status, has the fee been paid? Is your Filing Fee status current? You must be in current Filing Fee status to complete your degree program. If your status has lapsed, you must have an approved extension.
- Have you checked to ensure that your name is correct as it appears on the Student Information System? If your name is incorrect, or you wish to include or exclude middle name and/or initial, or your name has a character such as an accent mark, please complete a [Name Change Petition](#) with the Registrar's Office.
- Resolve any grade issues (Incompletes, In Progress, No Report, etc.)
- Resolve any financial obligations remaining on your student account.
- Complete Student Loan Exit Counseling with the Financial Aid Office (*Only if you accepted student loans*)
- Update your address information.

### THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE GRADUATE DIVISION:

#### THESIS OPTION

- Original thesis signature page with all committee members' signatures (Electronic signatures will NOT be accepted.) Faculty names must be typed beneath the corresponding signature line.
- Final Report for the Master's Degree form (with all required signatures.)

#### EXAM OPTION

- Final Report for the Master's Degree form.

**If you are unable to complete all requirements by the last day of the semester in which you applied to graduate, please notify the Graduate Division and your Graduate Group Coordinator immediately.**