UCMERCED
Division of Graduate Studies

5200 N. Lake Road
Merced, CA 95343
Phone: (209) 228-4723
Fax: (209) 228-6906

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. For students doing Project Track, submit your project electronically using the eScholarship website. **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. **Forms can be emailed directly to us at gradservices@ucmerced.edu.** If you would like an exit appointment with Graduate Division staff to review your forms and documents submitted, you may email us at gradservices@ucmerced.edu to schedule a Zoom appointment or 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 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. ***For students doing Project Track, submit your project electronically to the eScholarship website by the posted deadline.**

- 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/ PROJECT OPTION

- Original thesis/project signature page with all committee members' signatures (**Due to COVID-19- Electronic signatures will 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.