

## Checklist for Completion of the Master’s Degree

The Graduate Division has prepared the following checklist to assist you with completing your Master’s degree. **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. The degree conferral takes 8-10 weeks to process from the last day of the semester. Any problems could delay the awarding of the degree and may result in applying for the degree in the next term. **Master’s Along the Way (MAW) students are still required to complete the requirements listed below.** All forms must be submitted to the Graduate Division by the **posted deadline**. Forms can be emailed directly to us at [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu).

**In addition, please make sure to:**

- Confirm your semester registration. All graduating students must be registered for the semester they are graduating from (with the exception of summer).
- **If you are a Master’s Along the Way student, did you complete the Advancement to Candidacy form and have you received confirmation to apply to graduate for the proper degree?**
- File a Graduate Student Graduation Application with the Registrar’s Office and pay the appropriate fee(s).
- Are you, or a committee member defending remotely? If so, please a General Petition for Graduate Dean approval.
- Have you made any changes to your thesis committee since you advanced to candidacy? If so, have you submitted a Request for Reconstitution of Committee?
- 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*).
- Check that your name appears correctly on the Student Information System and confirm how you want your name to appear on your diploma.
- Update your address information. Your diploma can take up to 3 months to be delivered by mail.
- Interested in scheduling an Exit Interview? Contact Graduate Services ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)). Interviews are only available up to one week prior to the posted deadline.

**The following items must be submitted to the Graduate Division by ALL Master students:**

- Report on Final Examination for the Master’s Degree form (must have all required signatures).

**Please refer to the following table to determine what’s required for your specific Master’s Degree:**

<p><b>Option 1: Thesis</b></p> <ul style="list-style-type: none"> <li>▪ Thesis Signature Page</li> <li>▪ Submit <a href="#">Thesis to ProQuest</a></li> </ul>	<p><b>Option 2: Comp. Exam</b></p> <ul style="list-style-type: none"> <li>▪ Comprehensive Examination Results</li> </ul>	<p><b>Option 2: Capstone Project</b></p> <ul style="list-style-type: none"> <li>▪ Capstone Project Signature Page</li> <li>▪ Submit Project to <a href="#">eScholarship</a>.</li> </ul>
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