
Master's Candidate Degree Completion List

All theses must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. **PLAN AHEAD.** It is critical that you submit the finalized version of the thesis. Forms and formatting information can be found on the Office of Graduate Studies website at <http://gradstudies.ucdavis.edu/current-students/admissions-academic-services/filing-thesis-or-dissertation>. **Published deadlines for turning in the thesis will be strictly observed.** If you miss the deadline you will be placed on the next degree list.

Be prepared to spend 10-15 minutes in Graduate Studies while forms and documents are checked. **In order to submit your forms and documents, it is REQUIRED that you call and make an appointment with your Student Affairs Officer** (<http://gradstudies.ucdavis.edu/about/directory.htm>). **Your thesis must have been submitted at least two business days prior to your appointment.** Exam plan students do not need to have an appointment to finish their degrees. They may mail in the *Graduate Program Exit Information* form to Graduate Studies to receive a *Certificate of Completion*.

DOUBLE CHECK...

- Are you currently registered or on Filing Fee status? Is your Filing Fee status current? If your status has lapsed, you will need to consult with your Graduate Coordinator as to your next step.
- 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*? <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g332-recon-committee-membership-request.pdf>
- 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 Office of the University Registrar.
- Have all "I" Incomplete Grades and "NG" No Grades been completed?
- Have all course requirements been completed?

THESIS OPTION

- Your thesis must have been submitted electronically to the PQIL ETD website at least two business days prior to your appointment with Graduate Studies. Graduate Studies must have approved the electronic thesis prior to your appointment.

PLEASE BE SURE TO BRING THE FOLLOWING WITH YOU TO YOUR APPOINTMENT:

- One title page with **original signatures** in ink. Faculty names must be typed beneath the signature line. <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/sample-title.pdf>
- One copy of your abstract. See formatting guidelines at <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/sample-abstract.pdf>.
- *Thesis/Dissertation Copyright and Embargo Agreement* (required of ALL students).
 - Have you obtained the appropriate signatures? The Embargo Agreement section **must** be signed by your major professor, **even if** you select "No Embargo". The copyright section should only be completed if you are requesting that Proquest/UMI files copyright on your behalf. <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g341-copyright-embargo-agreement.pdf>
- *Graduate Program Exit* form – this form must be printed off, completed and presented at the time you meet with Graduate Studies staff. <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g312-graduate-program-exit.pdf>

EXAM OPTION

- Have you taken and passed your comprehensive exam by the appropriate date? **M.F.A. students will use a form specifically for M.F.A. programs.** <http://gradstudies.ucdavis.edu/current-students/forms-information>
- *Graduate Program Exit* form – this form must be printed off, completed and forwarded to Graduate Studies staff. <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g312-graduate-program-exit.pdf>

Note: This form does NOT go to the Office of Graduate Studies. The form is for your information only.