

MASTER'S CANDIDATE CHECK LIST FOR COMPLETION OF DEGREES

Graduate Studies has prepared the following checklist in order to ensure that you submit everything required when filing your thesis, or preparing to complete your degree by comprehensive examination.

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. Office of Graduate Studies deadlines can be found on the Graduate Studies web site at:

<http://www.gradstudies.ucdavis.edu/students/calendar.html>

Be prepared to spend 15-20 minutes in the Office Graduate Studies office while the thesis and degree requirements are checked. **It is REQUIRED that you call and make an appointment with your Student Affairs Coordinator to file the master's thesis.** Office of Graduate Studies contact information can be found at:

<http://www.gradstudies.ucdavis.edu/about/directory.html>.

Exam plan students do not need to have an appointment to finish their degrees. They may mail in the Graduate Program Exit form to Graduate Studies to receive a Certificate of Completion.

Forms and formatting information can be found at:

http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.

PLAN AHEAD. It is critical that all theses be complete at the time of submission. Any problems could mean a delay in the awarding of the degree. Use the checklist below to ensure that you have everything required when turning in the thesis. **Exam Plan Students should use this list as a review.**

CHECK LIST: Please be sure to bring (if applicable) the following with you to your appointment:

- 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 submit your thesis. If your status has lapsed, you must have an approved extension. Please be aware that if you are on filing fee and still enrolled in coursework of any kind, including 299 research units, it is your responsibility to take care of dropping these units. **You will be billed** for fees for any quarter in which you have enrolled in units. The Office of the Registrar will pursue payment for those fees to the fullest extent of the law. It is YOUR responsibility to assure that courses are dropped through the appropriate channels.
- Have all "I" Incomplete Grades and "NG" No Grades been completed?
- Have all course requirements been completed?

THESIS OPTION

- 1 Original copy of thesis presented on 20 lb. bond paper, with at least 25% cotton content, acid-free preferred. This is the minimum cotton content required for the shelf life of your manuscript. Your thesis should be delivered in a clean, unmarked, manila envelope.
- Original title page with **signatures** and one photocopy.
- University Library Release Form
- Graduate Program Exit Form
- Are all pages in your thesis properly numbered; no pages missing?

EXAM OPTION

- Have you taken and passed your comprehensive exam by the appropriate date? (See calendar on webpage.)
- Graduate Program Exit Form