

---

## Master's Candidate Checklist 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 <http://www.gradstudies.ucdavis.edu/students/calendar.html>. Deadlines also apply to theses submitted electronically.

Be prepared to spend 15-20 minutes in the Office Graduate Studies while the thesis and degree requirements are checked. **It is REQUIRED that you call and make an appointment with your Student Affairs Officer to file the master's thesis, even if the thesis will be submitted electronically.** <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 Information* 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](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.**

### CHECKLIST

**Please be sure to bring the following (if applicable) 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

- One 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. If you are submitting your thesis electronically, has the completed thesis been uploaded to the ETD Web site?
- Original title page with **signatures** and one photocopy.
- One copy of the title page without signatures and faculty names typed in place of signatures.**
- Two copies of your abstract (350 words or less), separate from your dissertation. See "Dissertation/Thesis Preparation Instructions" for appropriate formatting. <http://www.gradstudies.ucdavis.edu/students/filing.html>
- PQIL *Master's Thesis Agreement* or *Abstract Only* form  
[http://www.gradstudies.ucdavis.edu/forms/masters\\_thesis\\_publishing\\_agreement.pdf](http://www.gradstudies.ucdavis.edu/forms/masters_thesis_publishing_agreement.pdf)
  - If you choose the *Abstract Only* option, you must also complete the *Library Release* form
- Graduate Program Exit Information* form
- Are all pages in your thesis properly numbered, with no pages missing?

#### EXAM OPTION

- Have you taken and passed your comprehensive exam by the appropriate date?  
<http://www.gradstudies.ucdavis.edu/students/calendar.html>
- Graduate Program Exit Information* form required at filing.  
[http://www.gradstudies.ucdavis.edu/forms/GS312\\_GraduateProgramExit.pdf](http://www.gradstudies.ucdavis.edu/forms/GS312_GraduateProgramExit.pdf)