

M.A. Petition Process

Once your second year paper has been approved, and you receive an approval email from the Grad Directors and me, then you may file for your MA and begin the paperwork.

This is a two-quarter process. You apply for your MA in one quarter. Then in the following quarter, you file the second document for the MA degree, and it is conferred by the end of the second quarter. Also, please refer to Graduate Division's deadline dates for final submission of all completed and signed documents: <https://grad.uci.edu/current-students/filing-deadlines/>.

Here is the process:

Quarter 1

Step 1:

- 1) Once your 2nd Year Paper approval comes through from Grad Director, please fill out the PDF version of 1a (see example below, click here for form). Create a PDF packet with:
 - a. Completed for 1a
 - b. Your transcripts (which includes the most recently concluded quarter)
 - c. Your updated Ph.D. Worksheet that includes your 2nd year paper approval date and any new courses from the most recently concluded quarter.
- 2) Send this PDF packet to the Grad Directors and cc Alysha Casado on this email.

Step 2:

**Once the Grad Directors reply that it's ok for you to proceed to your MA, then (and only then) proceed with step 2 below.*

- 3) Go to UCI Graduate Division's website, click on "current students", and go to Student Forms.
- 4) Scroll down to Docusign forms for all students, then click on "Master's Advancement to Candidacy Comprehensive Exam Option"
- 5) Please complete the Student Portion. Add Professor Amenta's name as Graduate Advisor with her email address (ea3@uci.edu). Please add Assoc Dean Barbara Sarnecka's name and email (sarnecka@uci.edu). And please add Alysha Casado as Department Contact. Then submit into workflow.

Some helpful information:

- The form may go back to you to approve. It routes to each person for approval, and it may come back to you, so please be on the lookout for Docusign in your email or spam folder.
- Be very careful when adding email addresses. If you incorrectly add one, it will become stuck and not progress further. Making you start step 2 over again.
- You should get a final, fully executed, and approved version from Graduate Division, so you'll know you're done with Advancing for Candidacy for the MA. This will be reflected on your transcripts, so you can keep checking to see when it appears.

Quarter 2

Step 1:

- 1) Complete the 1b form (see example below, [click here for form](#)). Again, send to Graduate Directors for approval, with Alysha Casado cc'd.

Step 2:

- 2) Once they say you are clear, then go back to the Grad Division webpage, and complete the Docusign called "Final Degree Paperwork for the Master's Degree/Comprehensive Exam."
- 3) Add the student information, Professor Amenta's info; Associate Dean Sarnecka's information; please add David Frank as Chair with his information and add Alysha Casado as Department Contact.

Helpful info:

- Again, it will route, and it may go back to you for final approval to submit. Then you'll receive a fully executed and approved version from Graduate Division. Your transcripts will then reflect when the degree was conferred.
- You MUST still complete the MA Exit Survey even though you are NOT leaving the program, please do not exit the survey before completing it.

Submit materials to:

Graduate Division
120 Aldrich Hall
Zot Code 3180
grad@uci.edu
(949) 824-4611

UCI **IRVINE** | GRADUATE
DIVISION

Master's Advancement to Candidacy Comprehensive Exam Option

DEPARTMENT

Please complete this form, obtain authorizing signatures, and return the completed form to the Graduate Division for processing.

This Application for Master's Advancement to Candidacy, Comprehensive Exam Option must be completed, signed and submitted to the Dean of the Graduate Division by the quarterly [deadline](#). Per University policy, students must be advanced to candidacy for their degree prior to the beginning of the final quarter of enrollment. Please complete all sections below. After Advancement to Candidacy has been processed and approved, this form will be returned to the academic unit

Student Name: _____ Student ID Number: _____
Last First Middle

Student Phone: _____ Student E-mail Address: _____

Mailing Address City State Zip Code

Degree Title: _____ School: _____
(e.g., M.S. in Chemistry, M.A. in History)

Degree expected to be awarded (check one): ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year

Master's Plan Option : ☐ Plan II (Comprehensive Exam)

I understand UCI's Advancement policy for the Master's Degree Comprehensive Exam Option.

Student Signature _____ Date _____

Upon satisfactory completion of all required work, and the comprehensive exam, the student will have met the requirements for this degree. This certifies the student is eligible to advance.

Department Chair or Graduate Advisor (Signature) _____ Date _____

Associate Dean (Signature) _____ Date _____
(Required for: Bio. Sci., Engr., Humanities, Medicine, Soc. Eco., Soc. Sci. & ICS)

**GRADUATE
DIVISION**

Advanced to Candidacy _____ approved by _____
Date Quarter/Year Dean of the Graduate Division (or designate) Date

Policy Information Master's Advancement to Candidacy Comprehensive Exam Option

NOTE: Much of the text below is adapted from UCI's *Graduate Policies & Procedures*

<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

The Master's Degree

Residency Requirements

A minimum of three quarters in academic residence is required prior to the award of most master's degrees, including the Master of Arts in Teaching (MAT) and the Master of Advanced Study (MAS) degrees. Six quarters in academic residence are required for the Master of Fine Arts degree programs (with the exception of Art and Drama, which requires nine quarters) and the M.B.A. program in the Paul Merage School of Business. A minimum period of study of one quarter in-residence must intervene between formal advancement to candidacy and the conferring of the Master's degree (SR 682).

Curricular Requirements

The requirements listed herein are the minimum required by the University of California. Most master's degree programs require additional work. Detailed information on specific degree requirements can be found in UCI's Graduate Policies & Procedures handbook, and on individual department websites. Students are responsible for fulfilling requirements in effect the year in which they are admitted. Under certain circumstances, the student, with the written approval of the faculty advisor and school's associate dean for graduate affairs, may opt to accept the new requirements. In such cases, the academic unit must notify the Graduate Division in writing of the change in order that the student's records correctly identify the new requirements.

The following regulations of the Academic Senate, Irvine Division, apply to curricular requirements for students in Master's programs.

a. **Coursework Requirements and Thesis and Examination Options** (Irvine Regulations [IR] 805/810/830/835) <http://www.senate.uci.edu>

1. (IR) 805 Master's Degree Options

The master's degree is attained by one or two routes: **Plan I**, the **Thesis option**, and **Plan II**, the **Comprehensive Examination** option. A program may adopt one or both plans with the approval of the Graduate Council. Each of these plans has minimal coursework requirements. Programs may also impose additional requirements. With the approval of the Graduate Council, a program may provide for appropriate alternatives to the thesis and/or comprehensive examination requirements, which are described in IR 830 and IR 835.

2. (IR) 810 Course Requirements

The minimum course requirement for the master's degree is given below. This requirement may be waived or reduced only on the recommendation of the academic unit in which the degree is earned and with the approval of the Dean of the Graduate Division.

Plan II (Comprehensive Examination)

In addition to the comprehensive examination, a minimum of 36 quarter units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

3. (IR) 835 Comprehensive Examination (Plan II)

A final comprehensive examination, the nature of which is to be determined by the academic unit and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program.

b. Advancement to Candidacy Senate Regulation 320

Graduate students are such graduates of the University (or of other institutions empowered to confer like degrees on an equivalent basis) who are pursuing advanced or special studies under the direction of a Graduate Council. Graduate students may be resident graduates not candidates for a degree, or they may become candidates for higher degrees. All graduate students are considered resident graduates not candidates for a degree, unless admitted to candidacy by a Graduate Council after formal application.

In accordance with University of California policy, students must be advanced to candidacy for their degree prior to the beginning of the final quarter of enrollment. An *Application for Advancement to Candidacy* initiated by the student and approved by the academic unit should be submitted to the Dean of the Graduate Division at least 30 days before the opening of the quarter in which the degree is expected. The *Application* must be accompanied by petitions for any course credits that have not already been approved by the Dean of the Graduate Division. If the master's degree requires a thesis (Plan I), membership of the thesis committee must be included.

Deadlines for submission and approval of the *Application for Advancement to Candidacy* are published on the Graduate Division website (<https://www.grad.uci.edu/academics/filing-deadlines.php>) each quarter. If the candidate is not advanced before the beginning of the quarter in which all requirements are completed, the degree will not be conferred until the end of the following quarter. When the student is formally advanced to candidacy, the student and the academic unit are notified.

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DIVISION

Final Degree Paperwork for the Master's Degree/ Comprehensive Exam Option

Please complete this form, obtain authorizing signatures, and return the completed form to the Graduate Division for processing by the quarterly deadline. After the degree audit has been processed and approved, this form will be returned to the academic unit. **Please note, completed form needs to reach Grad Division by the final degree deadline.**

Student Name:	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> First Last Middle </div>	Student ID Number:
Student e-mail address:		
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Degree Title: School: </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (e.g., M.S. in Chemistry, M.A. in History) </div>		

Please complete all items in the section below. **Please note, completed form needs to reach Grad Division by the final degree deadline**

- ☐ **Student Status Verification:** By checking here, you confirm that you are registered in classes or have an approved filing fee petition for the quarter you plan to earn the degree.
- ☐ **UCI Master's Exit Survey:** https://uci.co1.qualtrics.com/jfe/form/SV_esOSLZqqX8bbZJk (attach here)
- ☐ **Request Degree Certification E-mail Notification:** By checking here, you request a courtesy degree certification notification e-mail. When all degree requirements have been cleared by Graduate Division staff, the e-mails will be sent to student's UCI e-mail account. This notification is for personal use, or for direct transmission to another educational institution or employer.

ELECTIVE COURSES

(Do Not Use Course Codes, Course Numbers Only)

[illegible][illegible]

I understand UCI's policy to earn a Master's Degree by the comprehensive exam option.

Date _____

Form continued on next page ...

Revision date: 08/30/2021

Form preparer signature:

STUDENT**Important Information Regarding Next Steps Post Submission**

What happens after you submit your final degree paperwork to the Graduate Division?

What now?

- 1) Be aware there is a processing period for the final degree paperwork. Submission of the final degree paperwork does not automatically mean that the degree is officially conferred.
- 2) During the degree processing time, your registration fees for the following quarter will most likely be assessed. Since you have graduated and will not register the following quarter, you can:
 - Ignore the emails from the Registrar regarding registration fees. The emails will stop after the 4th week of the following quarter and the registration fees for following quarter will be removed. **OR**
 - You can contact the Registrar's Office and ask that you be "de-assessed" for the following quarter as you have graduated. De-assessed means the registration assessment/fees for the quarter will be removed
- 3) If you requested a degree certification e-mail notification, the e-mail will be provided after the final degree paperwork has been reviewed, vetted, and the degree conferred. The e-mail will be provided as soon as possible and before the degree is posted to the final transcript.
- 4) It is recommended that you to go to the Registrar's website to update your email address and mailing address information in "*Student Access*". Any and all future communication from the university will go to the mailing and email address that is on file with the university.
- 5) Degrees are posted on official transcripts approximately six to seven weeks after the end of the quarter in which they are awarded.
- 6) Diplomas, issues by the Registrar's Office are typically available four months after the end of the quarter in which the student graduated.
- 7) Please direct all questions regarding the diploma and official transcript to the Registrar's Office at registrar@uci.edu

☐ **Yes, I have read the above information and understand by hitting the FINISH button; my final degree paperwork will be directed to the Graduate Division for review.**

Form continued on next page

Department: Conferral Of Degree

When all requirements for the degree have been satisfied and the Master's Exit Survey has been attached, the conferral must be signed by the department chair and Associate Dean (if required) and forwarded to the Dean of the Graduate Division. If the student has satisfied all requirements except for satisfactory completion of final degree coursework the department may complete the certification prior to receipt of final grades, but these students will be considered provisional until satisfactory final grades have been recorded. Please note: The final degree paperwork is not complete and will be sent back if the exit survey verification e-mail is not attached.

Language Requirement: _____ Date Passed: _____
(language)

Date Comprehensive Exam Passed: _____

Total Number of Acceptable Units Completed: _____ Graduate Grade Point Average: _____

Department Chair _____
Signature Date

Associate Dean _____
Signature Date
(Required for: Biological Sciences, Engr., Humanities, Medicine, Social Ecology, Social Science & ICS)

GRADUATE DIVISION To be completed by Graduate Division **only**.

Degree conferred: ☐ Fall ☐ Winter ☐ Spring ☐ Summer _____
Year

Dean of the Graduate Division (or designate) _____
Date Signature

Policy Information for the Master's Degree, Comprehensive Exam Option

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Curricular Requirements

The requirements listed herein are the minimum required by the University of California. Most master's degree programs require additional work. Detailed information on specific degree requirements can be found in UCI's Graduate Policies & Procedures handbook, and on individual department websites. Students are responsible for fulfilling requirements in effect the year in which they are admitted. Under certain circumstances, the student, with the written approval of the faculty advisor and school's associate dean for graduate affairs, may opt to accept the new requirements. In such cases, the academic unit must notify the Graduate Division in writing of the change in order that the student's records correctly identify the new requirements.

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2. **(IR) 810 Course Requirements**

The minimum course requirement for the master's degree is given below. This requirement may be waived or reduced only on the recommendation of the academic unit in which the degree is earned and with the approval of the Dean of the Graduate Division.

Plan II (Comprehensive Examination)

In addition to the comprehensive examination, a minimum of 36 quarter units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

3. **(IR) 835 Comprehensive Examination (Plan II)**

A final comprehensive examination, the nature of which is to be determined by the academic unit and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program.

b. **Final Report for the Master's Degree**

It is the graduate program's responsibility to ensure that the course requirements of the graduate program have been met as well as collecting and attaching the Master's Exit Survey https://uci.co1.qualtrics.com/jfe/form/SV_esOSLZqqX8bbZJk confirmation e-mail prior to submitting the Final Report for the Master's Degree to the Graduate Division. Academic units are encouraged to consult the *Program Summary* applicable to the student's year of admission for each degree program offered by their graduate department. Substitutions within the graduate student program of study do not need to be approved through the Dean of the Graduate Division unless they affect minimum University and program requirements for the Master's degree.

For students earning a Master's degree by the comprehensive exam option, the *Application for Advancement to Candidacy* is also the form used to certify completion of all degree requirements prior to formal award of the Master's degree. Upon formal advancement to candidacy, the form is returned to the graduate program. The lower section of the form (Conferral of Degree) should be completed as soon as it is possible to certify completion of all requirements. All sections should be completed; if some requirements do not apply, this should be indicated by "Not Applicable" (N/A) in the appropriate space.

If the student has satisfied all requirements except for satisfactory completion of the final quarter's course work, the department should complete the certification, attach the Master's Exit Survey confirmation e-mail and return both to the Graduate Division prior to receipt of final grade reports. The awarding of a "provisional" or "terminal" degree should be indicated by marking the "Yes" or "No" boxes. The Graduate Division will verify final grades with the Registrar. If the Master's Exit Survey confirmation e-mail is not attached at time of degree conferral submission, the degree paperwork will not be accepted and sent back to the department. The department is consulted if there is any doubt about conferral of the degree.