



## 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](mailto: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

**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. **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/ife/form/SV\\_esOSLZqqX8bbZJk](https://uci.co1.qualtrics.com/ife/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.