

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.