M.A. Petition Process

Once your second year paper has been approved, and you receive an approval email from the Grad Directors, then you may file for your MA and begin the paperwork. Please check **here** to ensure you meet the M.A. requirements.

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:

Quarter1: Advancement to Candidacy for the M.A.

1) Go to UCI Graduate Division's website, click on "current students", and go to Student Forms. Click here for link.
2) Scroll down to Docusign forms for all students, then click on **"Master's Advancement to Candidacy Comprehensive Exam Option"**
3) Please complete the Student Portion.
    a) Add either Carter Butts or Andrew Penner as Graduate Advisor with their DGS email address (sociologydgs@uci.edu). Please add Assoc Dean Barbara Sarnecka's name and email (gradaffairssocsci@uci.edu). And please add Alysha Casado as Department Contact.
    b) Upload your completed Ph.D. Worksheet (click here for blank worksheet)
    c) Then **submit** into workflow. Only when approved and you are in the next qtr, can you move to qtr 2 instructions below.

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: M.A. Conferral

1) Go back to the Grad Division webpage, and complete the Docusign called "Final Degree Paperwork for the Master's Degree/Comprehensive Exam."
2) Add the student information as Form Preparer; either Carter Butts or Andrew Penner as Graduate Advisor with their DGS email address (sociologydgs@uci.edu) in the "Department Chair or Graduate Advisor slot; Associate Dean Sarnecka's information, gradaffairssocsci@uci.edu in the Associate Dean section; and add Alysha Casado as Department Copy

Some helpful information:

- 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.