# STEPS TO GRADUATION FOR MS PLAN I STUDENTS

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| **Subject:** | **Deadlines & Notes:** |
| **1)** [**Advance to candidacy**](http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs313-masters-candidacy-plani.pdf) | The deadline for candidacy forms is not a hard deadline, but sometime in the beginning of your last quarter (or the last quarter you are enrolled in academic courses). It is better that you get it in sooner, rather than later. NOTE: If you plan to go on filing fee, you must advance to candidacy first. The forms must be completely typed on the computer.  Our Program Code is “GECE” and Graduate Program is “Civil and Environmental Engineering.”  You may leave the Degree Sequence blank on the candidacy form.  Please make sure to list ECI 290C and ECI 299 courses. Do not include ECI 390 courses, or other seminars that do not count towards the degree requirements.  You should pay the fee at the Cashier’s Office in Dutton Hall (they accept cash and check only) and obtain the Thesis Chair’s signature *prior* to submitting the form to me. I will obtain the Graduate Adviser’s signature and send it to the Office of Graduate Studies. |
| **2) CEE Graduation Checklist** | Please review and collect any signatures needed on the CEE Graduation Checklist. This will be required to obtain the signature of the Graduate Program Coordinator on the Graduate Program Exit Information page (required for your exit appointment at Graduate Studies). |
| **3)      Submit your thesis**  [**How to file your thesis**](https://grad.ucdavis.edu/resources/graduate-student-resources/academic-information-and-services/filing-thesis-or-dissertation)  [**MS Thesis Degree Completion Checklist**](https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs304-masters-degree-completion-list.pdf) | You must file your thesis by the following date\*:  **SUMMER 2019: August 30, 2019**  **FALL 2019: November 22, 2019**  **WINTER 2020: March 6, 2020**  **SPRING 2020: May 29, 2020**  **SUMMER 2020: August 28, 2020**  To make an appointment to file, please contact the Office of Graduate Studies at 530-752-0650 or [gradservices@ucdavis.edu](mailto:gradservices@ucdavis.edu) These appointments will be set up on a first come, first serve basis, so it is important to initiate contact a few weeks before the deadline.  **\*Note**: You do need submit your thesis online two business days prior to your appointment – please review the Degree Completion Checklist. |
| **3)** [**Diploma Mailing form**](https://registrar.ucdavis.edu/local_resources/forms/D013-diploma-mailing.pdf) **(optional)** | Diplomas are available about 4 months after the end of the term in which you graduate. You may request to have your diploma mailed to you at no cost by submitting the form.  Include the address you want your diploma to be mailed to, and sign the form. You may leave the payment information section blank as there is no charge for graduate diploma mailing. |

\*If you miss the deadlines above for the degree list, you can complete your report/exam by the following date, and graduate with the following quarter’s degree list without needing to enroll or be on filing fee in the following quarter:

**SUMMER 2019: September 20, 2019**

**FALL 2019: December 20, 2019**

**WINTER 2020: March 25, 2020**

**SPRING 2020: September 25, 2020 (fall degree list)**

**SUMMER 2020: September 25, 2020**

<https://grad.ucdavis.edu/academics/dates-and-deadlines>