# Steps to Graduate for MS Plan II (Project/exam) Students (2020-2021)

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| **Subject:** | **Notes:** |
| **1)   At the beginning of your last quarter:**  [**Advance to candidacy**](http://gradstudies.ucdavis.edu/forms/gs314-masters-candidacy-planII.pdf)  [**Final Program of Study**](https://cee.engineering.ucdavis.edu/graduate/current-graduate-students/forms) | 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. You can submit as soon as you are enrolled in the final courses needed on your Program of Study. NOTE: If you plan to go on filing fee, you must advance to candidacy first.  If you haven’t already, please submit your final Program of Study with your Advance to Candidacy form. Remember to have your Program of Study signed by your Major Professor, and have the Public Speaking requirement verified.  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.  I will obtain the Graduate Adviser’s signature and Graduate Program Coordinator signature. Please complete the form with all signatures prior to submitting for payment.  Payments: You will need to pay the fee at the Cashier’s Office in Dutton Hall (they accept cash and check only). For remote payment options, please see the additional guidance in the blue box on our [forms website](https://cee.engineering.ucdavis.edu/graduate/current-graduate-students/forms). |
| **2)      Complete the report/exam and submit the** [**MS Report Form, Plan II**](http://gradstudies.ucdavis.edu/forms/gs315-masters-report-planII.pdf) | The report must be approved (and form dated) by the following date to be on that quarter’s degree list (please also check the [calendar online](https://grad.ucdavis.edu/academics/filing-comprehensive-exam-deadlines) for updated information)\*:  **SUMMER 2020: September 11, 2020**  **FALL 2020: December 18, 2020**  **WINTER 2021: March 19, 2021**  **SPRING 2021: June 10, 2021**  **SUMMER 2021: September 10, 2021**  After you complete your report requirements, your major professor will sign the form as “Committee Chair” on the MS Report Form, Plan II. It should say “Passed” and the date, along with their signature*. Please try submit the form to me within a day or two of the deadline*, as I will need to obtain the Department Graduate Adviser’s signature and send it to the Office of Graduate Studies. |
| **3)** [**CEE Graduation Checklist**](https://cee.engineering.ucdavis.edu/sites/g/files/dgvnsk6911/files/inline-files/Graduation%20checklist.docx) | 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. |
| **3)** [**Graduate Program Exit Information**](https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs312-graduate-program-exit.pdf) | Please also fill out the Graduate Program Exit Information form to the best of your ability – including your new email address if you plan to no longer check your UC Davis email. Submit this within one day of submitting your MS Plan II Report Form. |
| **4)** [**Diploma Mailing form**](https://registrar.ucdavis.edu/local_resources/forms/D013-diploma-mailing.pdf) **(optional, highly recommended)** | 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. More information about Diplomas, dates, how to fill out the form, and mailing options (for international mail) can be found on the [Registrar’s Website](https://registrar.ucdavis.edu/records/diploma).  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 degree 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. This is also the final deadline for students on filing fee (always check the [online calendar](https://grad.ucdavis.edu/academics/filing-comprehensive-exam-deadlines) for any updates):

**SUMMER 2020: September 25, 2020**

**FALL 2020: December 18, 2020**

**WINTER 2021: March 19, 2021**

**SPRING 2021: September 9, 2020 (fall degree list)**

**SUMMER 2021: September 9, 2021**