# Steps to Graduate for MS Plan I (Thesis) Students (2020-2021)

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| **Subject:** | **Deadlines & Notes:** |
| **1)   At the beginning of your last quarter:**  [**Advance to candidacy**](http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs313-masters-candidacy-plani.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.  Please obtain the Thesis Chair’s signature *prior* to submitting the form to me. 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)** [**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 (required for your exit appointment at Graduate Studies). |
| **3)      Submit your thesis**  [**Preparing and Filing your Thesis or Dissertation**](https://grad.ucdavis.edu/academics/finishing-your-degree/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 (please also check the [calendar here](https://grad.ucdavis.edu/academics/filing-comprehensive-exam-deadlines) for updated information)\*:  **SUMMER 2020: August 28, 2020**  **FALL 2020: November 20, 2020**  **WINTER 2021: February 26, 2021**  **SPRING 2021: May 21, 2021**  **SUMMER 2021: August 20, 2021**  Please review this Graduate Studies website about filing your thesis (link to the left) for the necessary process and paperwork. To make an appointment to file, please review the Graduate Studies website. Depending on when you finish, you may file remotely. Up-to-date information will be available on the “Preparing and Filing your Thesis or Dissertation” website.  **\*Note**: You do need submit your thesis online two business days prior to your appointment – please read the checklist EARLY for more information about this final “appointment” to file. |
| **3)** [**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**