M.S. Advancement to Candidacy Instruction Sheet

PLEASE NOTE: This form must be filled out the quarter before you are planning to graduate. Please consult http://www.eng.uci.edu/grad/services/deadlines for official deadlines and important information regarding those deadlines.

Process:
Please check off each item as it is completed.

1) ______ Fill out individual information and course information (Plan of Study Sheets are a useful tool for this exercise)

2) ______ If you are doing the thesis option: 1) The members of the thesis committee must sign next. Please note that the chair of the committee must be from your home department. Also, a majority of the committee members must be from your home department. 2) Please fill out the Conflict of Interest on page 3 and obtain your faculty advisor’s signature.

3) ______ Take the form to your Departmental Graduate Coordinator. He/She will obtain the necessary signature(s) from either the Graduate Advisor and/or the Department Chair.

4) ______ The Graduate Coordinator within your department will check and initial the form.

5) ______ The form is given to the Graduate Student Affairs office (either by you or your department coordinator) to be signed by the Associate Dean.

6) ______ The form is sent by the Graduate Student Affairs Office to the Graduate Division for final submission.