M.S. Thesis/Signature Page Instruction Sheet

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

If there have been any changes to your doctoral committee since submitting your Advancement to Candidacy form, you must notify your department so they can submit the necessary paperwork!

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

1) _____ Fill out individual information and committee information. The committee members on this form should match those members listed on your Advancement to Candidacy form.

2) _____ Following the successful completion at your thesis submission and defense, have all members sign the form.

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

4) _____ The form will then be taken to the Graduate Student Affairs Office (by you or the Department) to be signed by the Associate Dean.

5) _____ You will receive an email to pickup the M.S. Thesis/Signature form from the Graduate Student Affairs Office. Take the form to the Cashier’s Office to pay the Submission Fee.

6) _____ Submit the thesis electronically.

7) _____ Take the M.S. Thesis/Signature Page form along with other necessary materials to the Graduate Division for final submission.

Please see http://www.grad.uci.edu/current/thesis_elect.htm for more details on steps 6 and 7.