Steps to Degree Completion
MS/MA/MFA Degrees

Application to Candidacy

This is the department's confirmation that the student has completed all courses towards the master's degree, or is currently enrolled in the final course(s) towards the master's degree

What is left to complete?

- **Defense & Thesis** (for Plan I & III students)
  - *or*
- **Comp Exam** (for Plan II students)

Timing: Advancement/Graduation

- The vast majority of academic master's students advance & graduate in the same quarter. Degree completion paperwork is a two-step process:

  1. Advance: Application to Candidacy/APPC due 3rd Friday of the quarter
  2. Graduate: Final Report Form/FRF due last day of the quarter

- Plan I (defense/thesis students) sometimes take more time in between advancement and graduation to work on their thesis

- No time limits for master's degree completion

- Graduating student who advanced >5 years ago & hasn't been enrolled since? Please consult with a Graduate Academic Affairs Advisor, as an additional step may be required.

The APPC deadline
and many other important dates and deadlines
are found on the Registrar's Calendar here:
https://blink.ucsd.edu/instructors/courses/enrollment/calendars/2022.html

Enrollment and Registration Calendar 2022-2023

Last Updated: October 24, 2022 1:14:06 PM PDT

See the enrollment and registration calendar for 2022-2023.

For past, present and future calendars see Enrollment and Registration Calendar. Dates are subject to change.

For information on Summer Session, visit the Summer Session website, or call (858) 534-5258.

Deadlines are as of 11:59 p.m. PST on date posted. Transactions requiring in-person assistance have a deadline of 4:30 p.m. on date posted.

Description	Fall 2022	Winter 2023	Spring 2023	Summer 2023
Deadline to file for Advancement to Candidacy for Master's degrees	10/14	1/27	4/21	N/A

Mark your calendar! The 3rd Friday of each quarter.

But please submit your APPC's earlier, if you can!

Missed the APPC deadline?

You can submit a late APPC

A late APPC is one that was received AFTER the 3rd Friday deadline. Received is defined as signed by the dept chair/designee in DocuSign.

Write the reason why the APPC is late, in the Dept Notes section of the APPC cover sheet.

Application to Candidacy Cover Page

Student PID _____

Attach Degree Audit
& other petitions

Department
Notes & Late APPC
request/reason

Language Exam Requirement ☐ Yes ☐ No

If that opportunity is missed, the alternative method is to send an email to the Grad Academic Affairs advisor, stating the reason the form was late & cc your dept chair.

NOTE:

*Students must be **enrolled in** the quarter in which they advance. When you are submitting a retro APPC, you will have to "backdate" the advancement quarter to that final quarter of enrollment.*
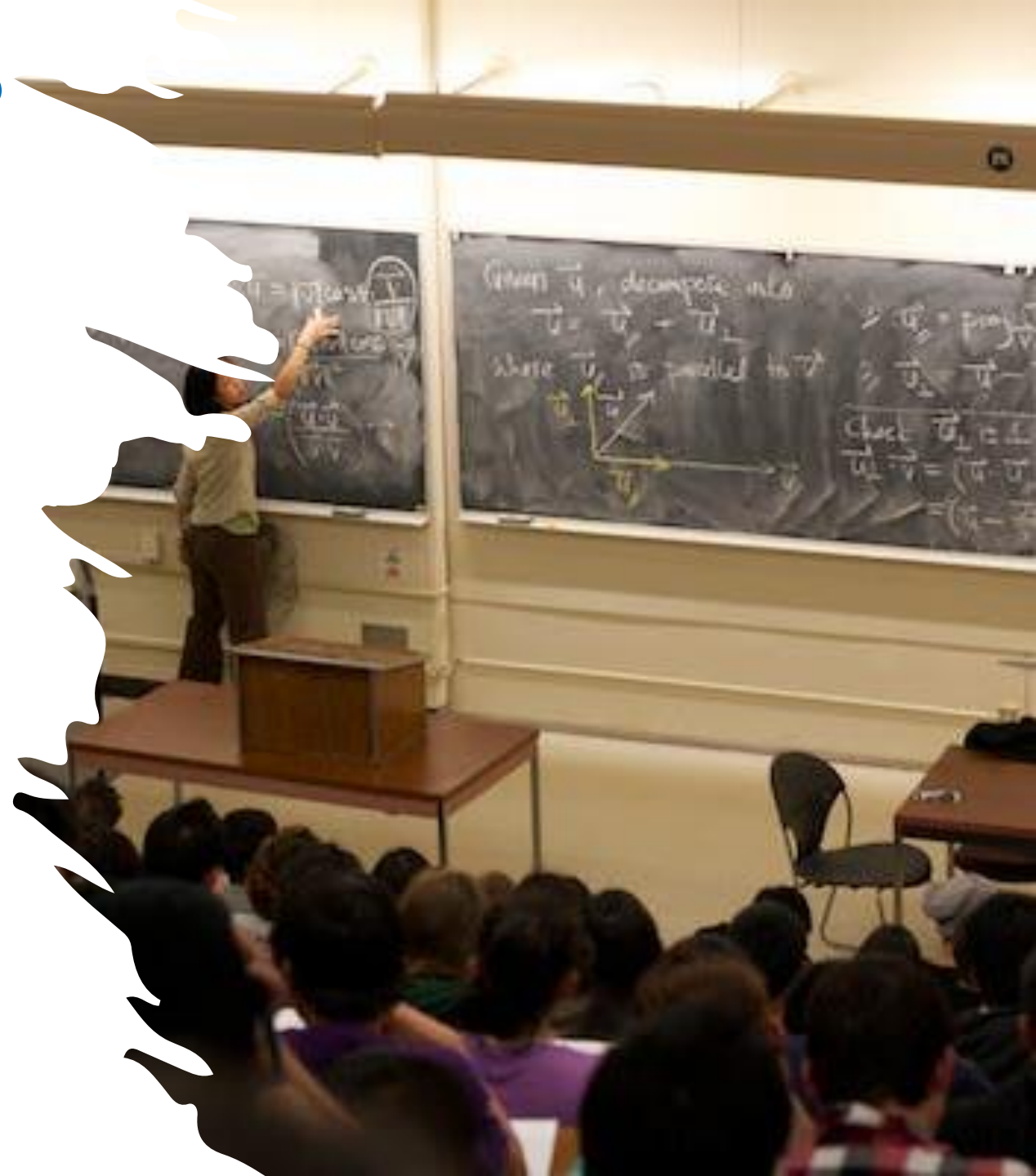
Why do we do review the student's degree audit at the beginning of their final quarter?

We want to identify problems that may impact the student's eligibility to graduate, early on, so that they can potentially be resolved in time for them to graduate in the quarter that they intended

How do I identify which students in my department need to advance &/or graduate this quarter ?

The process to identify these students varies by department and may include:

- Current enrollment into a final/capstone course
- A report to find students who will have completed X number of units at the conclusion of the quarter
- Department email/survey to determine students' advancement/graduation plans
- Department email notification of advancement/ graduation deadline (ie. student self-identification)

Consider consulting with other graduate coordinators to find out what works best for them!

PHD who wants a master's degree along the way _or_ to terminate with a master's degree

Due to current Duplicate Degree Policy: When submitting a master's degree APPC for a PHD, always check to see if the student has already earned a previous academic master's degree.

Does the student have a previous MS or MA degree?

NO - Proceed with the APPC submission

YES -**The previous advanced degree was not from UCSD _and_ was in a fundamentally different discipline:**
Submit an email (with the APPC) from the dept chair or other member of faculty leadership, Confirming approval of the duplicate degree.
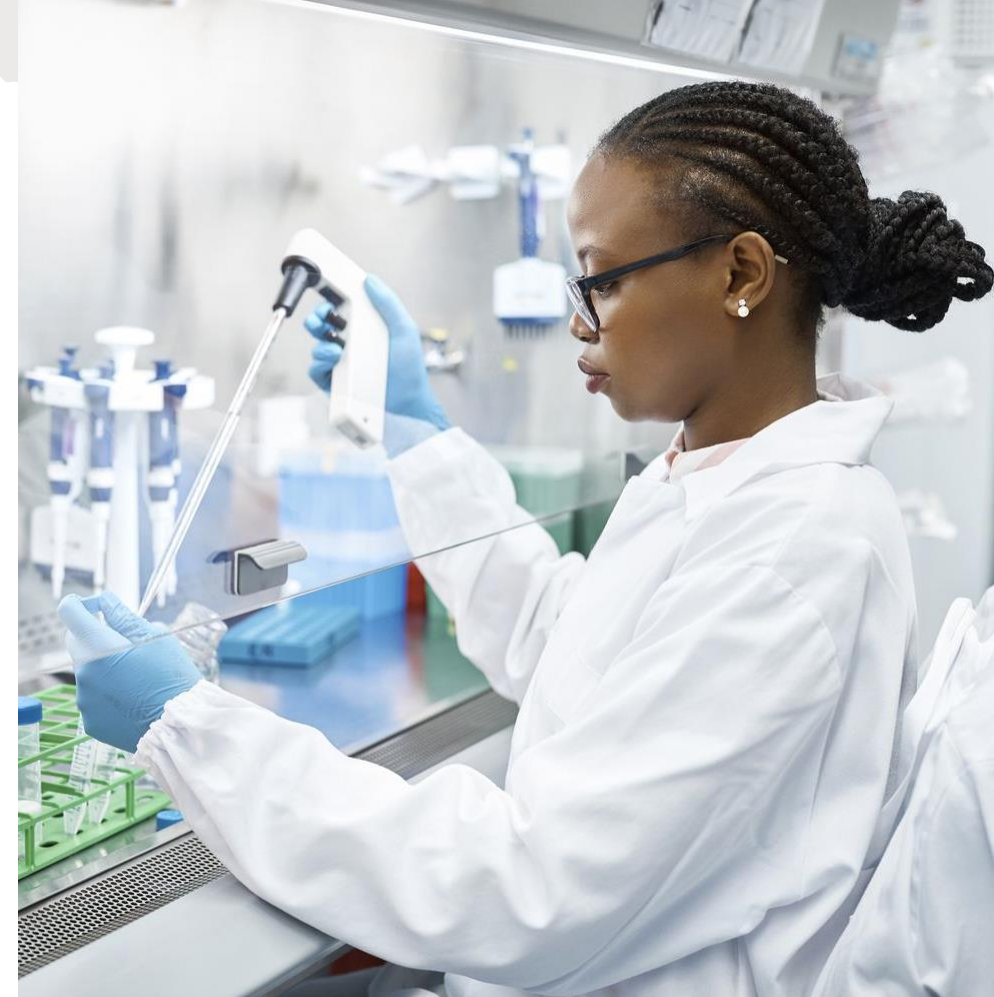
The email should state that: _The faculty have reviewed the student's record and have determined that the second Master's degree is in a fundamentally different disciplinary field. The student's coursework and/or research represents a different type of training than the training received at UCSD and that the faculty approve conferring a duplicate master's degree._

YES - The previous duplicate degree was awarded by UCSD _or_ it was in the same discipline as the degree that the student is currently pursuing:
If you wish to pursue a request for an exception to the duplicate degree policy: Submit an exception letter (with the APPC) for review by the Sr. Assoc Dean.
The email should explain:

- How the previous degree/coursework/research was different from the degree/coursework/research that the student is currently pursuing.
- How the duplicate master's degree will benefit the student in their career.

Senate policy: https://senate.ucsd.edu/media/70346/GC-Revision-to-the-Policy-on-the-Duplication-of-Advanced-Degrees.pdf

Run uAchieve Degree Audits

Run in PDF format only – not HTML

An HTML version of the degree audit will be returned/declined

PDF

Prepared: 10/13/21 - 05:49 PM

GRADEC93MS
UC SAN DIEGO   Admission Term: WI2021

EC93 - MACHINE LEARNING AND DATA SCIENCE (MS)

Admission Term: WI21

******* FINAL DEGREE AUDIT ON HOLD *******

This is not an official transcript. Federal law prohibits
transmittal to a third party without consent of the student

OK   UC GPA
  EARNED: 3.720 GPA
  +   Total Units Completed
          33.00 Units Earned
  +   UC Graded Units
          20.00 Units Earned

          Total UC Units Completed
  EARNED: 33.00 Units
                20.00 UC Graded Units   74.400 POINTS   3.720 GPA

          Included S-grade units
          13.00 Units Earned

IP   48 Unit Departmental Total
  EARNED: 44.00 Units   3 REQUIREMENTS
                20.00 UC Graded Units   74.400 POINTS   3.720 GPA
  WIP: 4.00 Units

HTML

EC93 - MACHINE LEARNING AND DATA SCIENCE (MS)

Prepared On 10/13/2021 05:50 PM   Program Code   GRADEC93MS   Catalog Year Winter 2021

PID   Graduation Date   Job ID   212861750079

Audit Results

⊟ Open All Sections   ▷ Close All Sections   ❓

Admission Term: WI21

******* FINAL DEGREE AUDIT ON HOLD *******

⌄   This is not an official transcript. Federal law prohibits
     transmittal to a third party without consent of the student

⌄ ☑ UC GPA
     EARNED: 3.720 GPA
     ☑   Total Units Completed
          33.00 Units Earned
     ☑   UC Graded Units
          20.00 Units Earned

⌄   Total UC Units Completed
     EARNED: 33.00 Units
               20.00 UC Graded Units   74.400 POINTS   3.720 GPA
     Included S-grade units
          13.00 Units Earned

⌄ ⋯ 48 Unit Departmental Total
     EARNED: 44.00 Units   3 REQUIREMENTS
               20.00 UC Graded Units   74.400 POINTS   3.720 GPA

Carefully review each degree audit before attaching to the APPC cover sheet/submitting:

- **Only submit a uAchieve audit with OK &/or IP on the left-hand side of the page.**

  - **OK indicates that courses used towards that area/section of the degree audit have been successfully completed.**

  - **IP indicates that one or more courses in that area will satisfy requirements once the course is successfully completed** (ie there is a course that is currently a Work In Progress / WIP).

- **This red text circled at the top of this uAchieve audit simply means that there is an ungraded (ie WIP) course on the audit:**
  *FINAL DEGREE AUDIT ON HOLD** **It is ok to submit.**

- **The red text mentioned above will change to this green text once all grades are submitted:** ****FINAL DEGREE AUDIT****

NOTE: Refer to the bottom of this audit to see what a properly processed course substitution ("ADD ECE271A") looks like, as well as a properly processed undergraduate waiver (for ECE 225A)

Prepared: 10/13/21 - 05:57 PM

GRADEC93MS
UC SAN DIEGO

Admission Term: WI2021

EC93 - MACHINE LEARNING AND DATA SCIENCE (MS)

Admission Term: WI21

******* FINAL DEGREE AUDIT ON HOLD *******

This is not an official transcript. Federal law prohibits transmittal to a third party without consent of the student

OK   UC GPA
     EARNED: *3.720 GPA*

    +   Total Units Completed
           33.00 *Units Earned*
    +   UC Graded Units
           20.00 *Units Earned*

          Total UC Units Completed
     EARNED: 33.00 *Units*
           20.00 *UC Graded Units*   *74.400 POINTS*   *3.720 GPA*

          Included S-grade units
           13.00 *Units Earned*

IP   48 Unit Departmental Total
    EARNED: 44.00 *Units*   *3 REQUIREMENTS*
           20.00 *UC Graded Units*   *74.400 POINTS*   *3.720 GPA*
    WIP: 4.00 *Units*

\>\> DEPARTMENTAL REQUIREMENTS \<\<

EC93 - MACHINE LEARNING AND DATA SCIENCE (MS)

     2019-20 Academic Year
     Plan II Minimum of 14 units must be ECE 200+ courses

OK   Core Curriculum
    EARNED: 16.00 *Units*

    +   Core Coursework
          Exception: ADD ECE271A

Term	Course	Credits	Grade	Title
WI21	ECE 143	4.0	A+	Programming for Data Analysis
FA20	ECE 225A	4.0	WAIV	

The degree audit looks great!

But Wait......

Let's say the degree audit displays only OK & IP. There are no NO's printed on it. Do you still have to check all of the courses and grades on the uAchieve audit before submitting?

YES.

There are several reasons why the degree audit might show that the student has successfully completed all their requirements....*when that isn't the case.*

- A coding error behind the scenes that will erroneously allow a course to satisfy a requirement

- A recent change in the program's curriculum that hasn't been updated on the audit yet

- A uAchieve exception that was processed incorrectly, or in error

- Dept requires letter grades, but student is *currently enrolled in* a course under an S/U grade option:

    Note: In this case, once the "S" grade comes in (and the audit is run again), the course will not be allowed to satisfy the requirement (ie it will be "kicked out" of the degree audit). Until then... the audit will think this WIP course is OK to satisfy the letter-graded requirement.

OPPOSITE SITUATION: The degree audit says that the student has NOT successfully completed their program - but you know that they have!

2 common reasons why this would happen:

1.) The student is using a course towards their program that is not normally acceptable/listed in the curriculum.

Assuming the dept has approved the student to use this course, a manual course substitution must be processed (aka a *uAchieve exception*). This will force that course into the correct spot on the degree audit.

To receive training in How to Process uAchieve Exceptions, please contact Ken Keziah in the Registrar's Office: kkeziah@ucsd.edu

Example of :
uAchieve exception to add ECE 230A and resulting degree audit

UC San Diego

Find a Student   Students ▾   Batch ▾   Reports

Student: [redacted] 74   Audits ▾   Exceptions

Edit Add Course

Dprog	GRADEC79MS
Requirement Name	EC79-CORE
Pseudo-Course Name	EC79-ADDTL CORE
Note	Add ECE 230A

Required Sub-reqs (req

2) Additional Core

Exception: Add ECE 230A

Term	Course	Credits	Grade	Title
FA21	CSE 240A	4.0	A	Princ/Comp
FA22	ECE 230A	4.0	WIP	Solid Stat
FA21	ECE 250	4.0	B	Random Pro
FA22	ECE 260A	4.0	WIP	VLSI Digit
SP22	ECE 260C	4.0	A	VLSI Advan

2.) The degree audit is not working correctly, or it has not been programmed to reflect recent updates in curriculum.

Short-term solution (to enable APPC submission) may involve processing an exception in order to place courses where they belong.

However, the issue needs to be resolved permanently, for **all** students. This will require a ticket to uAchieve encoders. Send email to uachieve@ucsd.edu or contact GEPA.

Additional potential reasons for a NO on a degree audit:

- **GPA below 3.0**
- **Failed course**
- **Not enough units completed/courses taken**
- **Completed a course with an "S" grade, but program requires letter graded courses**
- **Enrolled in a course that was NOT included in the approved curriculum for that program (ie took the wrong course)**

Do not submit a uAchieve audit/APPC when there is red NO*, or this text appears at the top:

"At Least one requirement has not been satisfied".

Exception: APPC can be submitted with a red **NO only if it relates to a low GPA. In that event, we will hold onto the APPC and process it, **if** the GPA increases to 3.0+ at the end of the quarter.*

Submit the APPC

- **Access via Collab**

- **Fill out routing info**

- **Fill out cover sheet**

- **Adjust subject line which must include:**
  - ✓ Student's name
  - ✓ PID
  - ✓ Major Code
  - ✓ The Words, "APPC" or "Application to Candidacy" *(which auto fills)*

- **Attach PDF**

- **Submit the Form**

- **Track/Sign the Form**
NOTE: the form will not route to GEPA until the final dept signature is on the form.

DocuSign eSignature   Home   Manage   **Templates**   Reports

⭐ **Application to Candidacy – Master's** ⓘ 👥 🔑

Template ID

| USE | EDIT | MOVE | SHARED (5) | MORE ▾ |

Recipients

1 👤 **Graduate Coordinator:**   ✎ Needs to Sign

2 👤 **Graduate Division: Judy Kim**   CC Receives a Copy
      gradacademicaffairs@ucsd.edu

3 👤 **Faculty Advisor:**   ✎ Needs to Sign

4 👤 **Department/Group/School Chair or Staff Designate:**   ✎ Needs to Sign

5 👤 **Graduate Division: Judy Kim**   ✎ Needs to Sign
      gradacademicaffairs@ucsd.edu

6 👤 **Registrar - Academic Records: Registrar - Academic Records**   ✎ Needs to Sign
      Signing Group

7 👤 **Student:**   CC Receives a Copy

Signatures

- All signatures on the APPC are obtained via DocuSign

- Departments can opt to require/not require the student's faculty advisor to sign the form

- Departments can opt to have a designated person (usually the graduate coordinator) sign the APPC, in lieu of the Department Chair.

- The department is responsible for monitoring the faculty/staff authorized to sign the APPC's. The Graduate Division does not track who is authorized to sign in every department.

- Once the final department signature is obtained, the APPC will be routed to the Grad Division.

- The APPC is considered "received" by the Grad Division, on the date that the final departmental signature is obtained.

Graduation Timeline:

Plan II / Comp Exam

*NOTE: This is a typical timeline. It may vary by department. For example, some departments have their students take the comp exam **prior to** their last quarter of enrollment (aka prior to advancing to candidacy)*

1. Student enrolls in final quarter/courses

2. Dept submits APPC by 3rd Friday of the quarter in which student is enrolled in their final course(s) to be used towards their program

3. Student completes Comprehensive Exam

4. Dept submits Final Report Form by last day of student's graduation quarter

Plan II
Final Report Form

Accessed via Collab

Select the correct form:

Master's (MA/MS) Final Report - Plan I Thesis
Master's (MA/MS) Final Report - Plan II Exam
Master's (MFA) Final Report
MPH Final Report (MPH only)
MIA Final Report Cover Sheet
Professional Degree Final Report Cover Sheet
Doctoral Final Report
EdD (Doctor of Education) Final Report

Graduate Division
University of California San Diego
La Jolla, CA 92093-0003

FINAL REPORT OF THE COMPREHENSIVE
EXAMINATION (PLAN II) FOR THE DEGREE OF
MASTER OF ARTS OR SCIENCE

◆ **GRADUATE PROGRAM**

Name: [redacted]
(Name on diploma will appear exactly as it is listed on UCSD Academic Records)

PID#: A1[redacted]   Major Code: EC79

manent address on record in TritonLink.   Master's Degree Completion Quarter: SP22

The comp exam date must always be on or before the date of Dept Chair/Designee's signature

ADUATE DIVISION:

Plan II, Comprehensive Examination, completed on: 06/11/2022
Date

The committee recommends that the Master of ☐ Arts ☒ Science degree in

Electrical Engineering- Computer Engineering
(Give exact title of degree)

be conf

Student will ☐ continue ☒ terminate at UCSD.

Approved: _____
Faculty Advisor   Date

Approved: _Cinco Sage'_____ 06/17/2022
Department Chair/Program Director/School Dean   Date

Faculty Advisor signature is optional. Depts can opt to leave this blank, or route to the student's faculty advisor for a signature.

Dept Chair signature is required. However, depts can opt to assign a designee to sign for them. Most often, the designee is the Grad Coord.

▶ **ASSESSED FEE**   The following fee(s) will be charged to the student's TritonLink account.
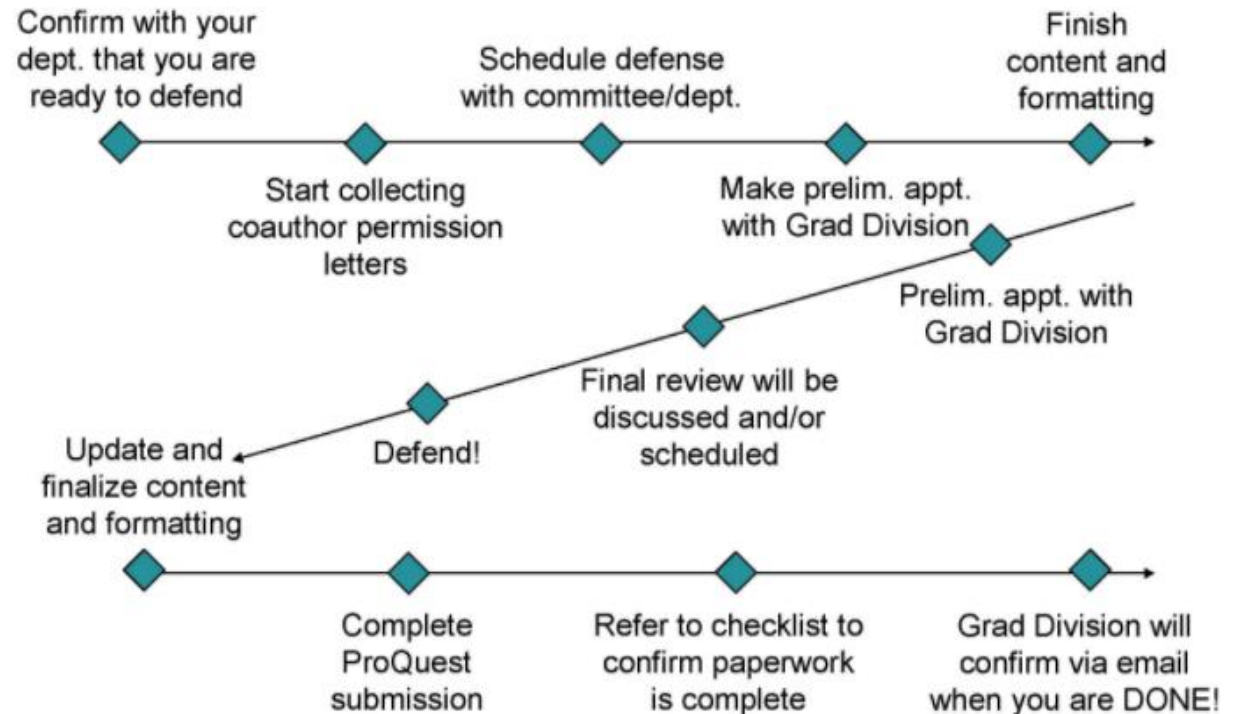
☐ Filing   ☐ Readmit   ☐ Other: _____

If student is NOT enrolled in their graduation quarter, check the filing fee box. If this is the case AND they were also not enrolled in the quarter BEFORE their graduation quarter, then also click the "Readmit" box.

▶ **GRADUATE DIVISION**   The candidate has completed all necessary requirements; conferral of the degree is recommended as of:

Graduation Timeline
Plan I / Defense & Thesis

Plan I / Defense & Thesis:

1. Student enrolls in final quarter/courses
2. Dept submits APPC in first 3 weeks of the quarter in which they are enrolled in their final course(s)
3. Student/Dept submits the committee for approval at least 2 weeks prior to their defense AND before the student's Preliminary Thesis Review with GAA
4. Student works with committee to schedule defense
5. Student meets with GAA for review of Thesis & discussion of deadlines surrounding paperwork
6. Dept submits the Final Report Form via DocuSign a day or two prior to the scheduled defense
7. Student defends
8. Student ensures **all** graduation-related documents have been submitted by the deadline
9. GAA performs the Final Document Review & notifies student of thesis/paperwork status
10. GAA processes degree in the weeks after grades close

Confirm with your dept. that you are ready to defend

Start collecting coauthor permission letters

Schedule defense with committee/dept.

Make prelim. appt. with Grad Division

Finish content and formatting

Prelim. appt. with Grad Division

Update and finalize content and formatting

Defend!

Final review will be discussed and/or scheduled

Complete ProQuest submission

Refer to checklist to confirm paperwork is complete

Grad Division will confirm via email when you are DONE!

Plan I:
Defense & Thesis

Final Report Form

Graduate Division
University of California San Diego
La Jolla, CA 92093-0003

FINAL REPORT OF THE THESIS (PLAN I) FOR THE DEGREE OF MASTER OF ARTS OR SCIENCE

◆ **GRADUATE PROGRAM**

Name: ▮▮▮▮▮▮▮
(Name on diploma will appear exactly as it is listed on UCSD Academic Records)

PID#: A1▮▮▮▮▮▮

Diploma will be mailed to the **permanent** address on record in TritonLink.

TO THE DEAN OF THE GRADUATE DIVISION:
The members of the Master's Committee report on the candidate's thesis and defense on 05/20/2022

See Plan II FRF: Same rules apply with regards to exam (ie. defense) date, optional faculty advisor signature & Assessed Fees checkboxes.

Approved for the Degree	Approved for Publication	Committee Names	Signatures of the Committee Members	
Yes	Yes	Chengbiao Wu	*Chengbiao Wu*	Chair/Co-chair
Yes	Yes	Marcus Benna	*Marcus Benna*	Co-Chair
Yes	Yes	Ashley Juavinett	✎	Member
				Member

These must all say "yes" --or the form will be declined.

Thesis title: Swedish Mutant Nerve Growth Factor (NGFR100W): Potential Therapeut... Neurodegenerative Diseases

Check with student to make sure you have the most up to date version of their Thesis title

The committee recommends that the Master of ☐ Arts ☒ Science degree in

Biology
(Give exact title of degree)

Student will ☐ continue ☒ terminate at UCSD.

Approved: _____
Faculty Advisor   Date

Approved: ✎_____ 05/27/2022
Department Chair/Program Director/School Dean   Date

Different from Plan II FRF's: Dept Chair *(or other authorized faculty member)* must sign. Grad Coord cannot sign/be a designee for Plan I FRF's

▶ **ASSESSED FEE** The following fee(s) will be charged to the student's TritonLink account.

☒ Thesis Submission ☐ Filing ☐ Readmit ☐ ...

Thesis submission fee must always be checked for a Plan I student, as this fee applies to all

▶ **GRADUATE DIVISION** Thesis accepted for deposit and delivered electronically to the University Archivist.

Questions?

Please contact the Graduate Academic Affairs Advisor assigned to your department:

Kelsey Darvin (BIO, ECE, SE, SIO)

Karen Villavicencio (BENG, CENG, NENG, CSE)

Kim McCusker (all others)