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Sent: Thursday, March 25, 2021 9:38 AM
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Cc: Glover, Chris <cglover@ucsd.edu>; Hullings, Lori <lhullings@ucsd.edu>
Subject: [Chrgradv] Graduate Council: Delegating Signature Authority for Two Types of Final Degree Requirements for Master's Students

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March 25, 2021

TO: DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE COORDINATORS

FR: JAMES ANTONY, Dean
Graduate Division

SUBJ: Delegating Signature Authority for Two Types of Final Degree Requirements for Master's Students

At its March 8, 2021 meeting, the Graduate Council approved the Graduate Division's request to allow the faculty in departments and graduate programs to delegate signature authority to the staff to approve two types of final degree requirements for Master's degree students: academic Master's comprehensive examinations and professional Master's capstone projects.

As a reminder, campus requires that master's students must pass a final, culminating experience for their degrees. Currently, this includes submission of a thesis, MFA project or completion of a comprehensive examination for academic master's, or capstone project for professional degrees. In all cases, faculty in students' graduate programs approve and sign the final degree forms.

With the advent of transitioning from a paper format to an online process, the Graduate Division has been proposing initiatives to streamline academic procedures. One such enterprise was allowing graduate programs to delegate signature authority to staff for approval of academic master's Applications to Candidacy (uAchieve forms). Graduate Council approved this proposal in Fall 2020.

Now with Graduate Council's approval, each graduate program may determine its own delegation of authority for academic master's comprehensive examinations and professional master's capstone projects. Should graduate programs wish to adopt a staff delegation, each quarter the graduate program faculty would be required to vote on all academic master's comprehensive examinations and professional master's capstone projects. Once the unanimous faculty approval has been given, the staff would have the authority to sign the appropriate final report on behalf of the students' faculty advisors and department chairs/program directors. **Of note: Faculty approval would remain for approving all academic master's and public health theses, and master of fine arts projects.**

This new process may begin as early as the Spring 2021 quarter. Mary Lillis Allen, Assistant Dean of Academic Affairs, is available to discuss the implementation of this new process. She may be reached by email, mallen@ucsd.edu. We would greatly appreciate it if you would please alert your faculty about this new process. Graduate Division staff advisers have been informed to accept staff signatures in lieu of faculty on the two types of final degree forms for master's students.

Cc: Chris Glover, Academic Records
Lori Hullings, Graduate Council