ADVANCEMENT & FINAL DEGREE PAPERWORK

Below are the requirements and deadlines of what needs to be submitted to Grad Division to certify your degree.

FALL 2023

Required Tasks:

- **Confirm** with Grad Program Coordinator when you plan to complete your degree
- **Establish** thesis/project committee members and have alternatives

Deadlines:

- End of Fall Quarter

WINTER 2024

Required Tasks:

- **Notify** Grad Division that you will complete your degree in spring

Required Document:

- **Submit** Advancement to Candidacy DocuSign to Grad Division

Document Deadlines:

- March 15, 2024 - To Arts
- March 22, 2024 - To GD

SPRING 2024

Required Tasks:

- **Complete** thesis/project

Required Document:

- **Submit** Final Degree Paperwork packet via DocuSign to Grad Division

Document Deadlines:

- May 31, 2024 - To Arts & Lib
- June 7, 2024 - To GD

ADVANCEMENT TIMELINE WINTER 2024

2/5-2/9 — EMAIL SENT FROM GRAD PROGRAM COORDINATOR WITH DEGREE AUDIT

2/9-3/15 — REVIEW EMAIL, FINALIZE THESIS/PROJECT COMMITTEE, & DECIDE PLAN I OR PLAN II

3/15 — DEADLINE TO SUBMIT SURVEY TO GRAD PROGRAM COORDINATOR TO INITIATE DOCUSIGN POWERFORM

3/15-3/22 — DOCUSIGN ROUTES FOR SIGNATURES (STUDENT & GRAD FACULTY ADVISOR)

3/22 — COMPLETED ADVANCEMENT FORMS DUE TO GRAD DIVISION FOR WINTER 2024 ADVANCEMENT

PLAN I: FINAL DEGREE PAPERWORK TIMELINE SPRING 2024

4/1-5/28 COMPLETE THESIS & SUBMIT TO COMMITTEE FOR REVIEW

5/28 SUBMIT COMPLETED THESIS TO UCI LIBRARIES (PROQUEST/ETD) & PAY THESIS SUBMISSION FEE

5/31 DEADLINE TO COMPLETE EXIT SURVEY & NOTIFY GRAD PROGRAM COORDINATOR VIA EMAIL TO INITIATE DOCUSIGN POWERFORM

5/31-6/7 DOCUSIGN ROUTES FOR SIGNATURES (THESIS COMMITTEE > STUDENT > GRAD FACULTY ADVISOR)

6/7 COMPLETED FINAL DEGREE PACKET DUE TO GRAD DIVISION FOR SPRING 2024 CERTIFICATION

PLAN II: FINAL DEGREE PAPERWORK TIMELINE SPRING 2024

4/1-5/28 COMPLETE THESIS/PROJECT & SUBMIT TO COMMITTEE FOR REVIEW

5/28 PREPARE TITLE PAGE, SIGNATURE PAGE (SELF-ROUTE), ABSTRACT/RECITAL PROGRAM NOTES (ALL IN PDF)

5/31 DEADLINE TO COMPLETE EXIT SURVEY & EMAIL GRAD PROGRAM COORDINATOR WITH DOCUMENTS TO INITIATE DOCUSIGN POWERFORM

5/31-6/7 DOCUSIGN ROUTES FOR SIGNATURES & TO UPLOAD DOCUMENTS (STUDENT > GRAD FACULTY ADVISOR)

6/7 COMPLETED FINAL DEGREE PACKET DUE TO GRAD DIVISION FOR SPRING 2024 CERTIFICATION