

**Submit materials to:**

Graduate Division  
 120 Aldrich Hall  
 Zot Code 3180  
 grad@uci.edu  
 (949) 824-4611

## Final Degree Paperwork for the Master's Degree/ Comprehensive Exam Option

|  |   |
|--|---|
| <b>DEPARTMENT</b>  | <b>Please complete this form, obtain authorizing signatures, and return the completed form to the Graduate Division for processing.</b> |
| <p>This Final Degree Paperwork for the Master's Comprehensive Exam must be completed, signed and submitted to the Dean of the Graduate Division by the quarterly <a href="#">deadline</a>. Please complete all sections below. After the degree audit has been processed and approved, this form will be returned to the academic unit. When all requirements for the degree have been satisfied, the conferral must be signed by the department chair and Associate Dean (if required) and forwarded to the Dean of the Graduate Division along with the Master's Exit Survey confirmation e-mail attached. If the student has satisfied all requirements except for satisfactory completion of final degree coursework the department may complete the certification prior to receipt of final grades, but these students will be considered provisional until satisfactory final grades have been recorded.</p> |   |
| Student Name: _____  | Student ID Number: _____  |
| Last _____ First _____ Middle _____<br><b>Student E-mail Address:</b> _____  |   |
| Mailing Address _____  | City _____ State _____ Zip Code _____   |
| Degree Title: _____  | School: _____   |
| (e.g., M.S. in Chemistry, M.A. in History)   |   |

**Student** I understand UCI's policy to earn a Master's degree by the comprehensive exam option

\_\_\_\_\_  
 Student Signature Date

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| <b>DEPARTMENT: CONFERRAL OF DEGREE</b> | After all requirements have been satisfied for the Master's comprehensive exam and the Master's Exit Survey confirmation e-mail <a href="https://apps.grad.uci.edu/exitsurvey/">https://apps.grad.uci.edu/exitsurvey/</a> has been attached, this section is to be completed in the academic unit and signed by the Department Chair and Associate Dean (if required). Please note: The final degree paperwork is not complete and will be sent back if the exit survey verification e-mail is not attached. |
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**REQUIRED COURSES**  
 (Do Not Use Course Codes, Course Numbers Only)

| Department | Course Number | Units | Quarter/Year(s) |
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**ELECTIVE COURSES**  
 (Do Not Use Course Codes, Course Numbers Only)

| Department | Course Number | Units | Quarter/Years(s) |
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Total Number of Acceptable Units Completed: \_\_\_\_\_

Language Requirement Passed: \_\_\_\_\_  
(language/date)

Department Chair \_\_\_\_\_  
Signature Date

Associate Dean \_\_\_\_\_  
Signature (Required for: Biological Sciences, Engr., Humanities, Medicine, Social Ecology, Social Science & ICS) Date

|                          |  |  |  |
|--------------------------|--|--|--|
| <b>GRADUATE DIVISION</b> | Degree conferred: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer   _____<br><small style="margin-left: 100px;">Year</small> |  |  |
| UCI Graduate Division    | Dean of the Graduate Division or designate _____<br><small style="margin-left: 50px;">Signature</small>  |  | Date _____<br>Revision date: 05/19/2020<br>Page 1 of 2 |

# Policy Information for the Master's Degree, Comprehensive Exam Option

## The Master's Degree

### Residency Requirements

A minimum of three quarters in academic residence is required prior to the award of most master's degrees, including the Master of Arts in Teaching (MAT) and the Master of Advanced Study (MAS) degrees. Six quarters in academic residence are required for the Master of Fine Arts degree programs (with the exception of Art and Drama, which requires nine quarters) and the M.B.A. program in the Paul Merage School of Business. A minimum period of study of one quarter in-residence must intervene between formal advancement to candidacy and the conferring of the Master's degree (SR 682).

### Curricular Requirements

The requirements listed herein are the minimum required by the University of California. Most master's degree programs require additional work. Detailed information on specific degree requirements can be found in UCI's Graduate Policies & Procedures handbook, and on individual department websites. Students are responsible for fulfilling requirements in effect the year in which they are admitted. Under certain circumstances, the student, with the written approval of the faculty advisor and school's associate dean for graduate affairs, may opt to accept the new requirements. In such cases, the academic unit must notify the Graduate Division in writing of the change in order that the student's records correctly identify the new requirements.

The following regulations of the Academic Senate, Irvine Division, apply to curricular requirements for students in Master's programs.

a. **Coursework Requirements and Thesis and Examination Options** (Irvine Regulations [IR] 805/810/830/835) <http://www.senate.uci.edu>

1. **(IR) 805 Master's Degree Options**

The master's degree is attained by one or two routes: **Plan I**, the **Thesis option**, and **Plan II**, the **Comprehensive Examination** option. A program may adopt one or both plans with the approval of the Graduate Council. Each of these plans has minimal coursework requirements. Programs may also impose additional requirements. With the approval of the Graduate Council, a program may provide for appropriate alternatives to the thesis and/or comprehensive examination requirements which are described in IR 830 and IR 835.

2. **(IR) 810 Course Requirements**

The minimum course requirement for the master's degree is given below. This requirement may be waived or reduced only on the recommendation of the academic unit in which the degree is earned and with the approval of the Dean of the Graduate Division.

**Plan II (Comprehensive Examination)**

In addition to the comprehensive examination, a minimum of 36 quarter units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

3. **(IR) 835 Comprehensive Examination (Plan II)**

A final comprehensive examination, the nature of which is to be determined by the academic unit and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program.

b. **Final Report for the Master's Degree**

It is the graduate program's responsibility to ensure that the course requirements of the graduate program have been met as well as collecting and attaching the Master's Exit Survey <https://apps.grad.uci.edu/exitsurvey/> confirmation e-mail prior to submitting the Final Report for the Master's Degree to the Graduate Division. Academic units are encouraged to consult the *Program Summary* applicable to the student's year of admission for each degree program offered by their graduate department. Substitutions within the graduate student program of study do not need to be approved through the Dean of the Graduate Division unless they affect minimum University and program requirements for the Master's degree.

For students earning a Master's degree by the comprehensive exam option, the *Application for Advancement to Candidacy* is also the form used to certify completion of all degree requirements prior to formal award of the Master's degree. Upon formal advancement to candidacy, the form is returned to the graduate program. The lower section of the form (Conferral of Degree) should be completed as soon as it is possible to certify completion of all requirements. All sections should be completed; if some requirements do not apply, this should be indicated by "Not Applicable" (N/A) in the appropriate space.

If the student has satisfied all requirements except for satisfactory completion of the final quarter's course work, the department should complete the certification, attach the Master's Exit Survey confirmation e-mail and return both to the Graduate Division prior to receipt of final grade reports. The awarding of a "provisional" or "terminal" degree should be indicated by marking the "Yes" or "No" boxes. The Graduate Division will verify final grades with the Registrar. If the Master's Exit Survey confirmation e-mail is not attached at time of degree conferral submission, the degree paperwork will not be accepted and sent back to the department. The department is consulted if there is any doubt about conferral of the degree.