# ADVANCEMENT TO CANDIDACY AND GRADUATION FOR GRADUATE STUDENTS

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INTRODUCTION AND PURPOSE

The purpose of this document is to explain new procedures surrounding advancement to candidacy and graduation for graduate students. Forms are changing or being discontinued and additional or different processes will be required.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. All graduate students must to advance to candidacy. GAA is responsible for reviewing degree requirements and completing advancement for all students.
2. All graduate students are required to apply to graduate.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Registrar’s Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu) and Banner (https://bannersbx.ucr.edu) to follow along.

FORMS

- SHAGAPP – Graduation Application
- The degree audit is located within Degree Works. There are no Banner forms in Degree Works.

PROCEDURES

STEPS


MASTER’S DEGREE ADVANCEMENT

1. Students will apply to graduate for the master’s degree via self-service Banner.
2. Students completing the thesis plan will separately submit committee nomination information. This petition is still being developed by the GAA office.
3. The application to graduate submitted by the student will prompt GAA to review master’s degree requirements and advance the student to candidacy.
4. Graduate Program Coordinators will submit or confirm submission of official capstone project completion information (e.g. written exam results, analytical project report, etc.)

MASTER’S DEGREE ALONG THE WAY TO PHD

1. Advancement for students in this category will follow the same steps as above, with one addition. We will be developing an “intent” petition for student’s in the PhD program to declare their intent to pick up the master’s degree. Students must submit this petition prior to the graduation application.
   a. In order to apply to graduate for a specific degree objective, students must have an active curriculum for that degree objective in Banner. Once the intent petition is submitted, GAA will add the master’s curriculum to Banner and inform the student they may now apply to graduate.
   b. This form will be due prior to the application to graduate so GAA has enough time to add the curriculum and the student can apply to graduate by the deadline.

PHD ADVANCEMENT

1. PhD students will continue to submit the Form 2, nominating their Oral Qualifying Exam Committee.
2. The Form 3 reporting the results of the exam must be submitted.
   a. Once the Form 3 is received, GAA will process the advancement to candidacy by reviewing the degree audit.
3. The Report of Departmental Requirements will no longer be required.

GRADUATION APPLICATIONS

1. All students are required to submit an application to graduate through Banner self-service.
   a. The graduation application is available the first day of enrollment for that term.
   b. Deadline to submit the application for graduation students is the first Monday after week 3 of the quarter.
   c. This may be a challenge for PhD students; this degree objective has not previously declared graduation unless walking in commencement.
2. Late applications – procedures for students that miss the deadline are still being developed. GAA staff must manually enter late applications into Banner.
3. Students who apply to graduate and don’t complete that quarter or change their plans must apply again. The graduation application cannot be “moved forward.”
4. A report showing which students have applied to graduate will be available.

FINAL QUIZ

1. True/False: The master’s application for candidacy will still be required once Banner goes live.
   a. FALSE
2. When are graduation applications due?
   a. The Monday after week 3 of the quarter.

EXERCISES

1. Review the SHAGAPP form in Banner and the Graduation Application in Banner self-service.