

Electrical & Computer Engineering M.S. Plan I (Thesis) Checklist

First Quarter:

- ☐ By December 1st: Select a Major Professor (MP) & turn in the Change of MP **form** to the Graduate Program Coordinator (GPC). Or complete the EEC 290C **form** (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.
- ☐ International students who hope to TA in Spring: Sign up in December to take the SPEAK test in January (or the first week of February).

Second Quarter:

- ☐ International students who hope to TA in Spring: Take the SPEAK test by the end of the first week of February.
- ☐ Select an MP if you didn't during your first quarter. Fill out the Change of MP **form**.

Third Quarter:

- ☐ File an MS Program of Study **form**. Make sure to choose Plan I, or if you are an IDP student, IDP Plan I. If scheduling necessitates that you change your Program of Study later on, you must fill out a revised program of study and have it reapproved.
- ☐ In consultation with your MP, choose your Thesis Committee and turn in the **form** to the GPC. The committee will be officially approved once you've advanced to candidacy (see below).

Third/Fourth Quarter:

- ☐ The quarter you complete your coursework, Advance to Candidacy for the M.S. by completing the MS I Candidacy **form** and paying the fee at the cashier's office in Dutton Hall. If you wish to have a non-UC Davis Professor on your committee, you must fill out the External Committee Membership Application **form** and turn it in along with a CV for the outside professor. Take the form(s) to the Graduate Program Coordinator who will:
 - Get Approval from the Graduate Adviser
 - Get approval from Graduate StudiesYou'll be notified by email when your M.S. Candidacy has been approved.

Nth Quarter:

- ☐ Choose a research question, conduct research, and write a draft of your thesis. Consider the Filing Fee option (see GPC for details) when you only need one more quarter to finish.

Final Quarter:

- ☐ Watch for Commencement Ceremony & Registration emails and sign up by the deadline.

Electrical & Computer Engineering M.S. Plan I (Thesis) Checklist continued

- ☐ Make an appointment with your Graduate Studies Student Affairs Office to file your thesis.
 - Review the Information for Degree Candidates:
http://gradstudies.ucdavis.edu/students/degree_candidates.html
 - Make sure you've completed the Master's Degree Checklist provided by graduate studies before your appointment, including the "Graduate Program Exit Information" available at <http://gradstudies.ucdavis.edu/forms>.
 - Make sure *not* to electronically file your thesis until it is your FINAL draft that has been approved by all of your committee members.
- ☐ File your completed thesis with grad studies during your appointment. (Don't forget to bring your checklist!)
- ☐ Celebrate!

****Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/graduate/docs/>****

Electrical & Computer Engineering M.S. Plan II (Comprehensive Exam) Checklist

First Quarter:

- ☐ By December 1st: Select a Major Professor (MP) & turn in the Change of MP **form** to the Graduate Program Coordinator (GPC). Or complete the EEC 290C **form** (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.
- ☐ International students who hope to TA in Spring: Sign up in December to take the SPEAK test in January (or the first week of February).

Second Quarter:

- ☐ International students who hope to TA in Spring: Take the SPEAK test by the end of the first week of February.
- ☐ Select an MP if you didn't during your first quarter. Fill out the Change of MP **form**.

Third Quarter:

- ☐ File an MS Program of Study **form**. Make sure to choose Plan II, or if you are an IDP student, IDP Plan II. If scheduling necessitates that you change your Program of Study, you must fill out a revised Program of Study and have it reapproved.

Nth Quarter:

- ☐ In consultation with your MP, choose your Comprehensive Exam (CE) topic, conduct the necessary research, and write a draft of your report.
- ☐ The quarter you complete your coursework, Advance to Candidacy for the M.S. by completing the MS II Candidacy **form**. Take the form to the GPC who will:
 - Get Approval from the Graduate Adviser
 - Get approval from the Graduate StudiesYou'll be notified by email when your M.S. Candidacy has been approved.

Final Quarter:

- ☐ Watch for Commencement Ceremony & Registration emails and sign up by the deadline.
- ☐ In consultation with your MP, choose your Comprehensive Exam committee (your major professor plus two other professors) and schedule your exam. Fill out the Application **Form** for the CE. Turn it in to the GPC to obtain approval from the Graduate Adviser.
- ☐ Practice for the oral presentation of your Comprehensive Exam. Finish your CE (written) report.

Electrical & Computer Engineering M.S. Plan II (Comprehensive Exam) Checklist continued

☐ Pass your Comprehensive Exam, submit your written report to the GPC, and submit your Exit Survey to your Office of Graduate Studies Student Affairs Officer (“Graduate Program Exit Information” available at <http://gradstudies.ucdavis.edu/forms>).

☐ Celebrate!

****Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/graduate/docs/>****