

# Cognitive & Information Sciences (CIS) Ph.D Candidacy Steps:

**\*Master's Along the Way (MAW) also included in blue\***

## Review with SSHA Graduate Services

Connect with SSHA Graduate Coordinator to review course completion and program requirements.  
You must complete and submit the following forms:

- First and Second research paper & presentation
- Integrative Review Paper (IRP)
- Dissertation Proposal
- Oral Candidacy Exam
- Application for Qualifying Examination – submitted one month prior to the exam date.
- Qualifying Examination Report (QER) – submit after receiving passing results on qualifying exam
- Technical Seminar

## Complete MAW candidacy form

Complete the Ph.D. Advancement to Candidacy electronic form. Please refer to the link to the Graduate Division website for the form  
↳ <https://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>  
↳ To include MAW: click the MAW field on the Ph.D candidacy form

## Review your MyDegree Path

Visit My Degree Path to review your degree audit. All course requirements and program requirements should be satisfied, excluding dissertation.  
↳ Connect with your graduate services coordinator if your degree audit has not been cleared and satisfied.  
↳ Email [ssha.grad@ucmerced.edu](mailto:ssha.grad@ucmerced.edu) & [jclear3@ucmerced.edu](mailto:jclear3@ucmerced.edu)

## Apply for MAW Graduation

Submit a graduation application for the MAW degree **after the Master candidacy webform is approved and processed by the Graduate Division and Office of the Registrar**. You can find the graduation application on Office of the Registrar's forms website. Please refer to the Graduate Division's deadlines for the semester concurrent with the expected graduation term  
↳ **Website:** <https://registrar.ucmerced.edu/forms>

## Submit Master's Degree Final Report Form

**Submit the completed and signed Final Report for the Master's Degree Form to Graduate Services.** Form can be found on the Graduate Division website under "Forms".  
**Website:** [Final Report for Master's Degree Form](#)  
↳ **Email the form to:** [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)  
↳ **CC:** Graduate Chair & the SSHA Graduate Coordinator

## Review and Complete Graduation Requirements

**Submit the MAW requirements by the Graduate Division deadlines:**  
**Option 1 – Thesis:**

- a signed thesis signature page to Graduate Division ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)) with your graduate chair, graduate advisor, and SSHA Graduate Services Coordinator CC'ed.
- Submit your Thesis to ProQuest

**Option 2 – Capstone Project:**

- a signed capstone signature page to Graduate Division ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)) with your graduate chair, graduate advisor, and SSHA Graduate Services Coordinator CC'ed.
- Submit your Project to eScholars

**For Master's Along the Way (MAW):**  
**Option 3 – Integrative Review Paper (IRP):**

- a signed signature page to Graduate Division ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)) with your graduate chair, graduate advisor, and SSHA Graduate Services Coordinator CC'd.
- Submit your paper to eScholars



**GRADUATE SERVICES**  
School of Social Sciences, Humanities and Arts