

How to get your Master's degree through GradSphere

Note: all of this information is for the process when GradSphere was first implemented in Spring 2024. There may be changes to how GradSphere works, if this is the case and you have questions about this process please email gradadvisor@math.ucdavis.edu

Step 1: Confirm you have completed all requirements

-For the pure program, this means taking the six core courses, completing 36 total units (9 classes), and passing two preliminary exams. More details can be found here:

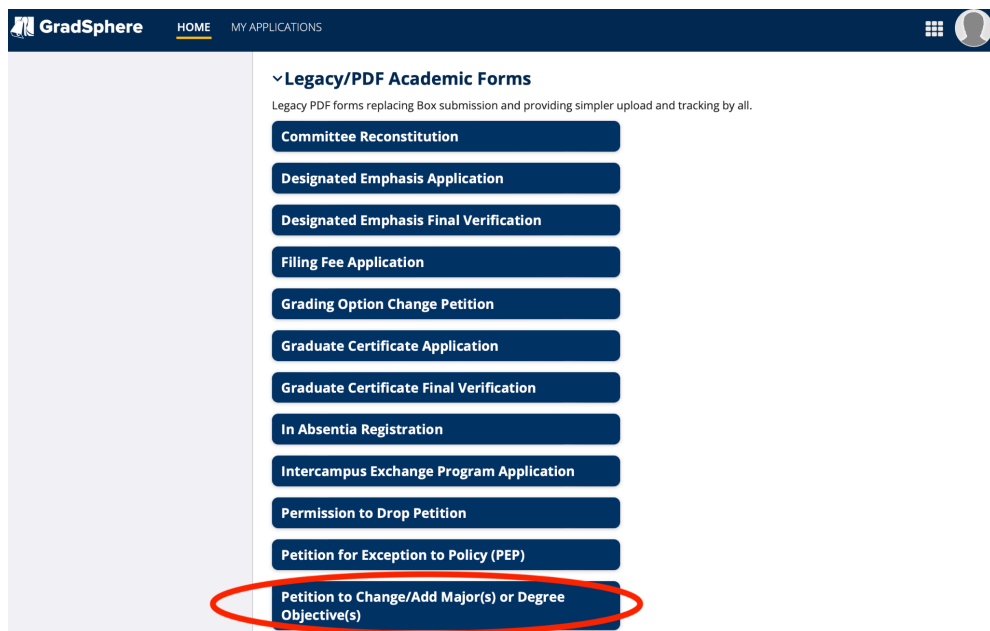
https://www.math.ucdavis.edu/grad/gpc/degree_req/math-ma-masters-plan-ii-comprehensive-exam

-If you are on the standard PhD track, you will likely complete all of these requirements sometime during your second year.

Step 2: Add degree objective

-Log into GradSphere, and select “add/change degree objective”

Note: as of 5/25/2024, this form is not officially implemented in GradSphere, which means you need to fill it out yourself and email it to gradadvisor@math.ucdavis.edu. The front office will then sign it and submit the form to grad studies for you. Hopefully the screenshot below helps you find it:



-You need to fill out and submit form GS301: “Petition to add a degree objective”

Petition to Change/Add Major(s) or Degree Objective(s)

Legacy PDF Download

This form has not yet been implemented in GradSphere. Although we're working hard to give you a better experience for all forms, for the time being it remains available as a legacy PDF. You can download the form using the button to the right, complete it, and send it to your Graduate Program Coordinator.

Download

-In addition to filling out your personal information at the top of page 2 and signing, you should have something that looks like this in the middle of page 2:

Do you intend to complete your present degree objective? Yes No

Select Applicable Box(es): Change of Major Multiple Majors

Change of Degree Objective Multiple Degree Objectives

Present Program	PhD		Mathematics
	Degree Objective; MA, MS, PhD, etc.	Major Code	Program Name
New Program	MA		Mathematics
	Degree Objective; MA, MS, PhD, etc.	Major Code	Program Name

Briefly explain the reason for the change(s):

I have satisfied all program requirements for a masters degree.

Step 3: Wait for Grad Studies

-Approval can be slow, but as folks in Grad Studies have gotten more used to GradSphere the approval process seems to have gotten quicker.

Step 4: Advance to Candidacy

-On GradSphere, under the home page select "Advance to Candidacy"

-Fill out the corresponding form. Note that you should select "Masters Plan II" for Degree pathway, as shown below:

UCD Advancement To Candidacy Application

Initiation | Grad Program & Advisor Review | Grad Studies Review | Upload to Banner | Completed

Student Information
Please verify your information. If any items are incomplete or missing, please contact your Graduate Program Coordinator.

Student ID Number: [REDACTED] Student Full Name: [REDACTED]
Student Email: [REDACTED] Graduate Program: Mathematics
Major Code: GMAT Major Professor: [REDACTED]
Designated Emphasis: --

Candidacy Information
Degree Pathway *
GMAT MA Plan II

Please select the degree pathway for which you'd like to advance to Candidacy.

There is a fee associated with Candidacy, which supports the professional development programming available to all graduate students through the GradPathways Institute for Professional Development.

To pay the fee, you can visit the GS Forms Store online, or the Cashier's Office in Dutton Hall for an in-person payment.

Please upload your candidacy receipt here.

UPLOAD Drop file here

-You should click on the bottommost circled link “GS Forms Store” to pay for your advancement to candidacy. As of Spring 2024, the fee was \$55. Once you have done so, upload a copy of the receipt where it asks you to do so (circled in red at the far right).

Step 5: Wait for Grad Studies to approve this form

-Again, approval could be slow. Note that you might get an email that Grad Studies has completed the form, but you cannot move on until they also “upload to banner” and the bar at the top shows completed.

Step 6: Math Department submits a report for you

-The GPC needs to submit the “Master’s II Report” for you in GradSphere. This means that the graduate program coordinator (currently Jen Lehner) submits the report, and then it is approved by the chair of GPC before being routed to Grad Studies.

-If you do not see that a report has been initiated in GradSphere and more than 48 hours have passed since Grad Studies approved your Advancement to Candidacy form, then feel free to email gradadvisor@math.ucdavis.edu

-Once this is approved, you should get an email and can find the approved copy in the “My Application” tab in GradSphere. Again, you need to wait until it has moved from “upload to banner” to “completed”, even if you get an email saying it was approved.

Step 7: Complete your degree!

-In GradSphere under “Home”, under “Degree Completion”, select “Filing Process”. When you select “Masters Plan II” it should auto complete some information.

-Fill out the rest of the required information.

-Upload the approval you got in step 6 (this can be a screenshot of the report).

Step 8: Wait (this is the last time, I promise)

-Grad Studies will sit on this form for some (hopefully short) amount of time... and then approve it. When that happens, you have your Master’s degree! You should receive an email from Graduate Studies informing you that you officially have completed your Master’s degree, and this email will have information about how you will get your diploma.

-Make sure to read that email fully, especially if you are moving to a new home/rental place in the next year!