

Completing and Submitting your Thesis

If you are completing an M.A. program, follow the steps for “When and How to Advance to Candidacy” and the steps below for completing your thesis:

- 1) Enroll in EDUC 291 for 12 units with your Faculty Advisor in the term(s) you are working on your thesis. Note: EDUC 291 is a variable unit course (1-12 units). You only need to add EDUC 291 if you are not enrolled in a total of 12 units for the purposes of financial aid or fellowship. If you are taking other courses while working on your thesis, then you do not have to add EDUC 291 unless you are short units to reach the 12 unit minimum for the term. Alternatively, if you are done with all the required coursework and are finishing your thesis, you may request to be on Filing Fee Status for **one** quarter. Filing fee status means you are not enrolled in units and will only be charged the filing fee (around \$188) instead of full tuition. To fill out a Filing Fee form, login to R’Web and navigate to the R’Grad icon. Note: if you are a GSR, TA or Associate In, you cannot go on filing fee and maintain your position. Contact the Graduate Program Coordinator for more information.
- 2) [Nominate your thesis committee](#) at the same time that you apply to advance to candidacy. If your committee changes after the initial nomination, use the same form to update your committee and provide a memo for the Graduate Advisor to sign off on explaining why the committee changed.
- 3) After completing the thesis, follow the steps found [here](#) and the deadlines found [here](#). Note: only students earning an MA in School Psychology must complete a final defense. Contact the Graduate Program Coordinator to reserve a room for the defense.
- 4) Follow the steps for “Graduation Procedures – Final Term M.A.”