

## Checklist for the Master's Degree in Transportation Technology and Policy (TTP)

See [http://www.its.ucdavis.edu/?page\\_id=370](http://www.its.ucdavis.edu/?page_id=370) for the forms mentioned here, unless otherwise specified.

1. Meet Major Professor.
2. Complete **Graduate Study List for New Students** *by the second week of classes.*
3. Consult with your Major Professor to **select a three-person guidance committee** as soon as possible, but *no later than the end of your second quarter of study.* The guidance committee (which can change as your plans evolve) is responsible for monitoring your progress in the program and guiding you in formulating your "Program of Study".
4. In consultation with your guidance committee, **develop a "Program of Study"** *no later than the second quarter of study.* All "Programs of Study" must be approved by the Graduate Adviser, but it is understood that they are subject to change as your studies evolve.
5. Consult with your Major Professor to **select a Thesis or Exam committee:**
  - a. **MS Plan I – Thesis:** You will need a three-person thesis committee, who advises you on your thesis research and signs the thesis when it is satisfactorily completed.
  - b. **MS Plan II – Exam:** You will need a three-person examination committee, who administers the comprehensive exam and determines whether you pass and receive the degree. *Complete the Request for Approval of Comprehensive Exam Committee Members form.*
6. **File application for candidacy form with Graduate Studies.** *Every Master's student must file an official application for advancement to candidacy after completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all degree requirements.*
7. **File thesis or complete comprehensive exam.** (See Grad Studies Calendar for deadlines.)
  - a. **MS Plan I – Thesis:** Make appointment with Graduate Studies to file thesis by the deadline listed in the calendar above. *This date is a hard deadline and is not negotiable.*
  - b. **MS Plan II – Exam:** Schedule an exam date with your committee members *at least six weeks before the proposed exam date.* *One month before the exam, check with the Graduate Coordinator and give her dates, times, and committee membership;* visit with exam committee members for preparation. *Bring the Master's Report Form – Plan II, and 3 copies of your completed Program of Study form, to the exam, and turn in the signed Master's Report Form afterwards.*
8. **Complete "Graduate Program Exit Information" form** AFTER you have completed all requirements for your degree. Submit the form to the Graduate Studies Office, 250 Mrak Hall.
9. Subject to the endorsement of your major professor, **post your thesis** to the ITS-Davis publications database. Consider **publishing your thesis** through an online vendor like Lulu.com. If you do, let the Graduate Coordinator know, and ITS-Davis will purchase a copy for The Bookshelf in the big conference room.
10. **Check out with Graduate Coordinator.**