Worksheet for the MA in Statistics
Thesis Option

Name: (Last, first, middle)	SID #:
E-mail:	Local Phone:
Local Address: (street, city, zip)	Permanent Address: (street, city, zip)

Statistics Graduate Courses

When taking the thesis option, a total of 20 units is need to complete the degree, of which a minimum of 18 units must be from the Statistics Department. All courses used to fulfill the 18 unit requirement must be taught by Statistics faculty. Please list your statistics graduate courses below:

Course	Units	Semester	Enrolled? Yes/No	Elective? Yes/No	Grade	Instructor
STAT 201A	4					
STAT 201B	4					
STAT 243	4					
STAT 230	4					
STAT 222	4					

Non-Statistics Graduate Courses

Used to complete 20 unit requirement, these courses must be approved by your MA advisor as being pertinent to the MA in Statistics.

Course	Units	Semester	Enrolled? Yes/No	Elective? Yes/No	Grade	Instructor

Duplication of Degree Check

This section is only for students who have already completed a previous MA degree. In the below table, list all the coursework you used to satisfy the degree requirements for your previous MA degree. **None of these courses can be used to satisfy the degree requirements for your MA in Statistics.**

Previous Master's Degree Received:_____

University Name: _____

Department	Course #	Course Title	Units	Semester	Grade

Thesis

Proposed Thesis Title/Topic: _____

_____

_____

_____

Thesis Committee (2 Statistics faculty and 1 non-Statistics faculty)

Thesis Chair: _____

Inside Member: _____

Outside Member: _____

Thesis Chair: Please confirm that this student will be able to complete his/her thesis this semester by signing here:

_____

To Advance to Candidacy

Bring this page to a meeting with your MA advisor to be signed for approval.

MA Advisor: _____

Signature:_____ Date:_____

Instructions for Advancing to Candidacy and Filing Your Thesis

In the Fall Semester:
1. Get approval from the MA program chair to pursue the thesis. Once you are approved to complete the thesis you will not have to take the MA exam in the winter.
2. Find three faculty to be on your thesis committee. Two have to be from inside the Statistics Department. The third can also be from inside the Statistics Department; however, it is *strongly* recommended that this faculty member be from another department. One of the professors will have to agree to be your thesis chair. Both you and the thesis committee chair must agree on the topic of your thesis, after which, the thesis chair will sign this worksheet and the Application for Candidacy for the Master's Degree (Plan 1 – Thesis).
   a. The faculty on your committee must be members of the academic senate. Titles of senate members include: Professors, Associate Professors, Assistant Professors, Professor Emeritus, Professor in Residence, Professor of the Graduate School, Acting Professor, Acting Associate Professor, University Professor, Senior Lecturer with security of employment, Lecturer with security of employment.
   b. Non Senate members include: Acting Assistant Professor, Adjunct Professor, Senior Lecturer/Lecturer without security of employment, Clinical Professor, Staff Scientist, Visiting Professor, Morrey Professor, Professor from outside UC Berkeley.
3. Immediately begin working on the thesis once you have completed steps 1-2.
4. To enroll in classes on Tele-BEARS after their first semester at UC Berkeley, graduate students need to have their graduate advisor provide them with an advisor code. Be sure to have your MA advisor approve your course selection and provide you with an advisor code before your Tele-BEARS enrolment period begins. This is a good time to have your MA Advisor sign this worksheet and the Application for Candidacy for the Master's Degree (Plan 1 – Thesis) found here: http://www.stat.berkeley.edu/share/grad/MastcandThesis.pdf

In the Spring Semester:
1. This worksheet is used to review your current course completion, expected course completion, and proposed thesis, to ensure you are on track to receive your degree. <u>Please submit this completed/signed worksheet **and the Application for Candidacy for the Master's Degree (Plan 1 - Thesis) to the Master's Program Coordinator before the end of the third week of classes in the semester in which you intend to graduate**</u>—usually spring for most MA students. Your submission will then be reviewed and sent to Graduate Division for approval. Once approved, you are advanced to candidacy. Advancing to candidacy allows you to receive your degree by the end of the semester after the satisfactory completion of your remaining degree requirements.
2. Submit your Thesis: The deadline to file your thesis in its final form is the last day of the semester in which you intend to graduate. It is recommended to submit your thesis as soon as you can in the semester you intend to graduate—usually in spring for most MA students. All the instructions you need in order to file the thesis are found on the Graduate Division Website. The process is complex, so please read over it carefully to be sure you complete each step correctly. See instructions here: http://grad.berkeley.edu/policies/guides/thesis-filing/ and additional information that may apply to you: http://grad.berkeley.edu/policies/guides/f4-policies-affecting-both-master%E2%80%99s-and-doctoral-students/

Changes in Thesis Committee Membership:
If you want to change your thesis committee members after you have submitted the Application for the Master's Degree (Plan 1-Thesis), then you will need to follow these instructions to be sure that such a changes are approved by Graduate Division. A student may request a change in committee by submitting a completed Change in Higher Degree Committee form. The Head Graduate Adviser must state the reason for the change and sign the form. The Head Graduate Adviser should consult with any faculty members as appropriate to assure that they are aware of membership changes. However, the Head Graduate Adviser, rather than any committee member, has the final authority to approve the changes. The form is available on the Graduate Division website:
http://www.grad.berkeley.edu/policies/forms.shtml

Additional Degree Requirements

Complete all required coursework:
Complete a minimum of 20 units, including STAT 201A, 201B, 243, 230, 222, and an elective. Elective courses are chosen with the guidance and approval your MA advisor. Generally, the elective must be a graduate level course related to statistics. Such courses can be within the Statistics Department or from other departments. Examples of past electives:

- STAT 260: Topics in Probability and Statistics
- COMPSCI 294: Special Topics in Computer Science (topics vary widely for special topics courses)
- STAT 241A: Machine Learning
- IND ENG 263A: Applied Stochastic Process I

Important Grading Requirement Highlights:
- The minimum enrollment required is 12 units per semester.
- The coursework used to satisfy the M.A. degree requirements must be letter graded unless the course is only offered on a satisfactory/unsatisfactory (S/U) basis. The total S/U units used to satisfy the MA degree requirements may only be 2.
- To receive your degree, two thirds of all coursework (this includes courses not used to satisfy the MA degree requirements) must be letter graded. In other words, credit for courses taken on an S/U basis is limited to one-third of a student's total units (excluding courses numbered 299 or those in the 300, 400, or 600 series).
- In any course taken with S/U grading, to receive an S (satisfactory) the course must be passed at a minimum level of a B-.
- Only courses graded at C- or better, or satisfactory, may be counted towards degree requirements.
- 300 series courses or higher cannot be counted towards degree requirements.
- In order for students to be in good standing, they must maintain an overall grade-point average of at least 3.0 (B average) on the basis of all upper division and graduate courses (100- and 200-level) taken in graduate standing. Grade-points earned in Berkeley courses numbered below 100 or 300 and above are not included in determining a student's grade-point average for remaining in good standing or earning a degree.

For further details on degree requirements, see "Course Work, Grading, Probation, and Dismissal" on the Graduate Division Website: http://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e-coursework-grading-probation-and-dismissal and "Degrees Policy": http://grad.berkeley.edu/policy/degrees-policy/#f-degrees