**Filing Your Dissertation – Common Errors and Areas of Confusion**

I asked the Graduate Division to share with me the most common errors and points of confusion students experience when filing their dissertations:

* Review our sample pages and guide/procedures online.
* DO NOT USE A PAST STUDENT’S DISSERTATION AS A TEMPLATE! We are not perfect, occasional errors slip through. Students should always refer to our sample pages to see how required pages should be formatted. In addition, formatting requirements occasionally change.
* Make sure your name matches. Check that the name on your dissertation and signature page match the name on file with the university (can check transcript or CalCentral profile to verify name).
* Spell your major (Physics) correctly.
* Provide aesthetic spacing. Sometimes students bunch all the text together. The title page and abstract should be spaced similarly to our sample pages online.
* Verify your committee. Do not wait last minute to change your committee. Waiting last minute will delay review and approval of the dissertation.
* Your dissertation text should not be double-spaced.
* PAGE NUMBERS! They must appear in the same spot consistently.
* Use the same font type and size.
* Detail the correct term of graduation/submission.
* Please allow four business days for initial review. If revisions are necessary add a couple of business days for review of your dissertation again.

I would also add to this list:

* Review the requirements now for including previously published or co-authored material. These requests are due three weeks prior to your filing date.
* Talk to your committee **early**:
  + confirm their travel schedules -- your signature page must have original/wet signatures. Plan accordingly;
  + confirm their expectations for submission timelines, chapter/draft review, final revisions, etc. – make sure you are all on the same page.
* Please don’t wait until the last day to file, as the deadlines are not flexible!

Detailed information on dissertation writing and filing is found here:

https://grad.berkeley.edu/academic-progress/dissertation/