

UC DAVIS

OFFICE of GRADUATE STUDIES

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Doctoral Candidate Degree Completion List

All dissertations must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. **PLAN AHEAD.** It is critical that you submit the finalized version of the dissertation. Forms and formatting information can be found on the Office of Graduate Studies website. Once Graduate Studies has accepted the dissertation through the PQIL ETD, any problems could mean a delay in the awarding of the degree. **Published deadlines for turning in the dissertation will be strictly observed.** If you miss the deadline you will be placed on the next degree list. <http://gradstudies.ucdavis.edu/students/calendar.html>

Be prepared to spend 15-20 minutes in Graduate Studies while forms and documents are checked. **To file the dissertation, it is REQUIRED that you call and make an appointment with your Student Affairs Officer** (<http://gradstudies.ucdavis.edu/about/directory.html>). **Your dissertation must have been submitted at least two business days prior to your appointment.** Upon successful submission of all required materials, you will receive a certificate of completion confirming that you have met all the requirements for the degree and noting the date that the degree will be formally awarded.

DOUBLE CHECK...

- Your dissertation must have been submitted electronically to the PQIL ETD website at least two business days prior to your appointment with Graduate Studies. Graduate Studies must have approved the electronic dissertation prior to your appointment.
- Have you made any changes to your dissertation committee since you advanced to candidacy? If so, have you submitted a *Request for Reconstitution of Committee*?
- Are you currently registered or on Filing Fee status? If you are on Filing Fee Status, has the fee been paid? Is your Filing Fee status current? You must be in current Filing Fee status to complete your degree program. If your status has lapsed, you must have an approved extension.
- Have you checked to ensure that your name is correct as it appears on the Student Information System? If your name is incorrect, or you wish to include or exclude middle name and/or initial, or your name has a character such as an accent mark, please complete a Name Change petition with the Office of the University Registrar.
- Have all "I" Incomplete Grades or "NG" No Grades been completed?

PLEASE BE SURE TO BRING THE FOLLOWING WITH YOU TO YOUR APPOINTMENT:

- Original title page with **approved signatures** plus one copy. Faculty names must be typed beneath the signature line.
- Two copies of your abstract. See formatting guidelines at <http://gradstudies.ucdavis.edu/students/filing.html>.
- Have you been admitted to a Designated Emphasis (DE)? If yes, do you have:
 - Certification of completion of all DE requirements from the DE Program Chair.
- Does your graduate program require a final examination/defense of the dissertation (Plan A)? If yes:
 - Have you taken and passed the final examination/defense? Do you have your *Report of Final Exam* form?
 - Has your program submitted verification of satisfactory completion of this requirement to Graduate Studies?
- *Thesis/Dissertation Copyright and Embargo Agreement* (required of ALL students).
 - Have you obtained the appropriate signatures? The Embargo Agreement section **must** be signed by your major professor, **even if** you select "No Embargo". The copyright section should only be completed if you are requesting that Proquest/UMI files copyright on your behalf.
- Graduate Studies *Confidential Survey* – this is an online survey and proof of completion required at the time you meet with Graduate Studies staff.
- National Research Council's *Survey of Earned Doctorates* – this is an online survey and proof of completion required at the time you meet with Graduate Studies staff.
- *Graduate Program Exit* form – this form must be printed off, completed and presented at the time you meet with Graduate Studies staff. <http://gradstudies.ucdavis.edu/forms>

Note: This form does NOT go to the Office of Graduate Studies. The form is for your records only.