
Doctoral Candidate Checklist for Completion of Degrees

Graduate Studies has prepared the following checklist in order to ensure that you submit everything required when filing your dissertation.

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://www.gradstudies.ucdavis.edu/students/calendar.html>

Be prepared to spend 15-20 minutes in the Office Graduate Studies while the thesis and degree requirements are checked. **It is REQUIRED that you call and make an appointment with your Student Affairs Officer to file the dissertation.**
<http://www.gradstudies.ucdavis.edu/about/directory.html>

Exam plan students do not need to have an appointment to finish their degrees. They may mail in the *Graduate Program Exit Information* form to Graduate Studies to receive a *Certificate of Completion*.

Forms and formatting information can be found at http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.

PLAN AHEAD. It is critical that all dissertations be complete at the time of submission. Any problems could mean a delay in the awarding of the degree.

CHECKLIST

Please be sure to bring the following (if applicable) with you to your appointment:

- One original copy of dissertation (presented on 20 lb. bond paper, with at least 25% cotton content, acid free). This is the minimum cotton requirement for the shelf life of your manuscript. Your dissertation should be delivered in a clean, unmarked, manila envelope.
- Original title page with **approved signatures** and one photocopy.
- One copy of the title page without signatures and faculty names typed in place of signatures.**
- Two copies of your abstract (350 words or less), separate from your dissertation. See "Dissertation/Thesis Preparation Instructions" for appropriate formatting. <http://www.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 Examination*?
 - Has your program submitted verification of satisfactory completion of this requirement to Graduate Studies?
- PQIL *Publishing Agreement* or *Abstract Only Agreement*. http://www.gradstudies.ucdavis.edu/forms/pqil_dissertagree.pdf
- Graduate Studies *Confidential Survey* required at filing. <http://www.gradstudies.ucdavis.edu/exitsurvey/index.cfm>
- National Research Council's *Survey of Earned Doctorates* required at filing. http://www.gradstudies.ucdavis.edu/forms/SED09-10_fr.pdf
- Graduate Program Exit Information* form required at filing. http://www.gradstudies.ucdavis.edu/forms/GS312_GraduateProgramExit.pdf
- Are you currently 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 submit your thesis. If your status has lapsed, you **must** have an approved extension. Please be aware that if you are on Filing Fee and still enrolled in coursework of any kind, including 299 research units, it is your responsibility to take care of dropping these units. **You will be billed** for fees for any quarter in which you have enrolled in units. The Office of the Registrar will pursue payment for those fees to the fullest extent of the law. It is YOUR responsibility to assure that courses are dropped through the appropriate channels.
- Have all "I" Incomplete Grades or "NG" No Grades been completed?
- Are all pages in your dissertation properly numbered, with no pages missing?