

DOCTORAL STUDENTS FILING CHECKLIST

Consider Your Dissertation Content

Does your dissertation contain previously published or co-authored material? If so, it needs prior approval at least 3 weeks before you file. PLAN AHEAD!

Check Your Committee

Log in to CalCentral and verify your dissertation committee. The committee in CalCentral must match the one on your title and signature page. If you have made changes that have not been approved by Grad Division, speak to your GSAO. To modify your committee, complete a Change of Higher Ed Degrees Committee (RECON) eForm found in your CalCentral account.

Verify Enrollment and/or Filing Fee Status

In order to be eligible to file, you must either be registered or approved for Filing Fee for the current semester. Do not assume that your department has handled your registration. Verify your status in CalCentral.

Check Your Name

Log in to CalCentral and verify your official name. For example, the use of a middle initial or name must match your title page exactly. Should you need to update your official name you will do so with the Office of the Registrar (OR). Note: Your official name is not the name that will appear on your diploma. Should you want to update your diploma name you will need to do so with OR.

Check Your Degree/Major Name

Be sure that your title and abstract pages accurately lists your degree, major, and designated emphasis (if applicable) correctly. Refer to the sample title pages for special circumstances (e.g. joint degrees and Engineering degrees). Sub-tracks, specialties, or concentrations within your major should not be listed on the title page or abstract.

Check Your Page Numbers

Verify that your manuscript is paginated correctly. Refer to the guidelines for specifics.

Check Your Margins

Verify that your manuscript margins are set correctly. Refer to the guidelines for specifics. No tables, figures, text, images, or appendices may exceed your margins.

Review Sample Pages of Special Page Formats

To ensure your special pages are formatted correctly review our website for the sample title, abstract, and signature pages we provide.

Upload Your Approved Dissertation (PDF) To ProQuest

It may take up to four business days to review your submission. You will receive credit for the date you submit your dissertation. Please be patient!

Complete Your Final Documents

- o *Survey of Earned Doctorates (RTI)* is completed online. You will print out and submit a Certificate of Completion
- o *Survey of Doctoral Students' Opinions* is completed in paper.
- o The *Dissertation Release Form* requires you to make a decision about when the Graduate Division will release your manuscript to ProQuest and the UCB Library (eScholarship). This decision is important and cannot be changed later. If you need advice, speak to your department, or better yet, your dissertation Chair. Should you choose a two-year embargo requested copies of your dissertation would not be mailed to you until after your embargo period.

Submit Your Final Documents

Bring your signature page, surveys, and release form to 318 Sproul Hall. We are open Monday through Friday, 9am -- noon & 1pm – 4pm. You can turn in your forms even if your dissertation has not been uploaded or approved yet.

Pay Financial Obligations

You will not receive any official documents from the university confirming award of your degree if you have an outstanding balance on your account. Verify that your fees have been paid, especially if this is normally handled by your department.

Review Your Academic Progress Report (APR)

When all degree requirements have been met your APR will appear as satisfied. Should you see any outstanding requirements not satisfied contact your GSAO to rectify.

**Congratulations, you have successfully filed your dissertation!
You are done!**

