

### Doctoral Candidate Degree Completion List

---

All dissertations must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. You must submit the finalized version of the dissertation. Forms and formatting information can be found on the Office of Graduate Studies website <http://gradstudies.ucdavis.edu/current-students/admissions-academic-services/filing-thesis-or-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.

Be prepared to spend 10-15 minutes in Graduate Studies while forms and documents are checked. **In order to submit your forms and documents, it is REQUIRED that you arrange an appointment or remote filing with your Senior Academic Advisor:** <https://grad.ucdavis.edu/academics/contact-us>. **Your dissertation must have been submitted at least two business days prior to your appointment for formatting review.** Upon successful submission of all required materials, you will receive a degree conferral letter confirming that you have met all the requirements for the degree and noting the date that the degree will be formally awarded.

#### DOUBLE CHECK...

- Are you currently registered or on Filing Fee status? Is your Filing Fee status current? If your status has lapsed, you will need to consult with your Graduate Program Coordinator as to your next step.
- 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?* <http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g332-recon-committee-membership-request.pdf>
- 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?

#### THE FOLLOWING ITEMS MUST BE SUBMITTED TO YOUR SENIOR ACADEMIC ADVISOR IN GRADUATE STUDIES:

- One title page with signatures of all committee members. Faculty names must be typed beneath the signature line.
  - Sample and Template title pages are located here: <https://grad.ucdavis.edu/academics/finishing-your-degree/filing-thesis-or-dissertation>.
  - Title pages may be signed by committee members electronically, but must be submitted by the committee chair or graduate program coordinator with all committee members cc'd.
- One copy of your abstract
- Copyright/Embargo Agreement: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g341-copyright-embargo-agreement.pdf>
  - You must sign on the Student's Signature line in the Embargo section
  - Embargo section must be signed by Major Professor even if you select "No Embargo"
  - Copyright section should be signed only if you register your thesis/dissertation through ProQuest during upload
- Graduate Program Exit Information Form with graduate coordinator signature: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g312-graduate-program-exit.pdf>
- Graduate Studies Exit Survey: [https://ucdavis.co1.qualtrics.com/jfe/form/SV\\_3eniuYqfydjaofP?Q\\_JFE=qdg](https://ucdavis.co1.qualtrics.com/jfe/form/SV_3eniuYqfydjaofP?Q_JFE=qdg) – online survey
  - Proof of completion is required - supply four digit code or screenshot of final screen
- National Science Foundation's Survey of Earned Doctorates: <https://sed-ncses.org/login.aspx>
  - Proof of completion of is required - provide certificate at end of survey after clicking 'Finish'
- Report of Final Exam (doctoral students in Plan A or Plan C candidacy programs, no form required for Plan B) - signed by dissertation committee chair after final exam/defense
  - Plan A: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g325-phd-exam-report-plana.pdf>
  - Plan C: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g326-phd-exam-report-planc.pdf>
- Designated Emphasis Report (doctoral students who completed a DE) - current DE Chair signature required: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g324-de-final-verification.pdf>

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