



CHECKLIST FOR COMPLETION OF DOCTORAL DEGREE

The Graduate Division has prepared the following checklist to assist you with submitting the required forms and filing your dissertation. All university and program requirements **must** be met prior to formal awarding of the degree. Conferral of degree is the last day of the academic semester in which all requirements have been completed. Any problems could delay the awarding of the degree and may result in applying for the degree in the next term.

The final version of the dissertation must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. Once Graduate Studies has accepted the dissertation through the ProQuest website, any problems identified 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 have to reapply for graduation.

All forms must be submitted to the Graduate Division by the posted deadline. If you would like an exit appointment with Graduate Division staff to review your forms and documents submitted, you may meet with a staff member during walk-in times or schedule an appointment by calling (209) 228-4723. **We strongly recommend your dissertation be submitted prior to your appointment.**

PLEASE BE SURE TO:

- File a [Graduate Student Graduation Application](#) with the Registrar's Office – obtain all necessary signatures and pay the appropriate fee(s). Deadlines for submission of the Graduate Student Graduation Application are available on the Registrar's website.
- Refer to the [UC Merced Thesis and Dissertation Guidelines](#) manual.
- Submit dissertation electronically to the [UC Merced ProQuest ETD](#) website prior to your appointment with Graduate Division staff or by the posted deadline if not requesting an exit 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 Registrar's Office.
- Resolve any grade issues (Incompletes, In Progress, No Report, etc.)
- Resolve any financial obligations remaining on your student account.
- Complete Student Loan Exit Counseling with the Financial Aid Office (*Only if you accepted student loans*)
- Update your address information.

THE FOLLOWING ITEMS WILL BE SUBMITTED TO THE GRADUATE DIVISION:

- Original dissertation signature page with all committee members' signatures (Electronic signatures will NOT be accepted.) Faculty names must be typed beneath the corresponding signature line.
- Report on Final Examination for the PhD Degree form (must have all required signatures).
- National Research Council's Survey of Earned Doctorates – the survey must be completed online. Proof of completion must be submitted at the time of your appointment. You may complete the survey here: <https://sed-ncses.org>.

If you are unable to complete all requirements by the last day of the semester in which you applied to graduate, please notify the Graduate Division and your Graduate Group Coordinator immediately.