

Checklist for Completion of the 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. The degree conferral takes 8-10 weeks to process from the last day of the semester. Any problems could delay the awarding of the degree and may result in applying for the degree in the next term.

All forms must be submitted to the Graduate Division by the **posted deadline**. Forms can be emailed directly to us at gradservices@ucmerced.edu.

The following items must be submitted to the Graduate Division:

- Dissertation signature page with all committee members' signatures. 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 – Certificate of Completion. The survey can be found here: <https://sed-ncses.org>

In addition, please make sure to:

- Confirm your semester registration. All graduating students must be registered for the semester they are graduating from (with the exception of the summer term).
- File a Graduate Student Graduation Application with the Registrar's Office and pay the appropriate fee(s).
- Refer to the UC Merced Thesis and Dissertation Guidelines Manual for basic formatting guidelines.
- Are you, or a committee member defending remotely? If so, please a General Petition for Graduate Dean approval.
- Submit dissertation electronically to the UC Merced ProQuest ETD website.
- 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?
- 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*).
- Check that your name appears correctly on the Student Information System and confirm how you want your name to appear on your diploma.
- Update your address information. Your diploma can take up to 3 months to be delivered by mail.

Interested in scheduling an Exit Interview? Contact Graduate Services (gradservices@ucmerced.edu).

Please make sure your dissertation has been uploaded to ProQuest prior to interview date, or that you have a finalized version ready for review. **Interviews are only available up to one week prior to the posted deadline.**