

Final Documentation for Ph.D. Conferral

Here is the process:

1. After you have successfully defended your dissertation you can proceed to the final documentation for Ph.D. Conferral. ****NOTE: You MUST have successfully defended, you cannot initiate this process before a successful defense.**
 - a. Please note the Filing Deadlines set by the Graduate Division. These are HARD deadlines. **Click here for the link to the filing deadlines.**
 - b. All final degree paperwork must be received by the Graduate Division via DocuSign by the end of the business day (5:00pm Pacific) on the filing deadline. If you miss the deadline, the formal conferral of your degree will be delayed until (at minimum) the following quarter.
 - c. NOTE: Start this paperwork process as soon as you successfully defend, do not wait until the day of, a few days before, or a week before the filing deadline.
2. Once that is done, please click on “Ph.D. Dissertation Checklist/final degree paperwork packet” under “docusign forms for all students” to initiate the docusign. **Click here for the link.**
3. Signer information:
 - Form Preparer: Your name and email
 - Committee Chair: Your committee chair’s name and email
 - Committee Members: Your committee member's name and email
 - Student: You, your UCI email
 - Department Chair: David Frank, frankd@uci.edu
 - Associate Dean: Barbara Sarnecka, sarnecka@uci.edu
 - Department Copy: Alysha Casado, acasado@uci.edu
4. Complete Docusign form and sign.
5. Click “finish”
6. NOTE: If you have a Docusign account using your UCI email address, you should be able to track your Docusign petition’s progress under the “manage” tab. (see photo on next page) This will allow you to see who’s inbox this is in and you can prompt that person to complete their signing of this Docusign.

SHARED ACCESS ▾

NEW ▾

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- Bulk Send
- PowerForms

QUICK VIEWS

- ! Action Required**
- 🕒 Waiting for Others
- ⚠️ Expiring Soon
- ✓ Completed
- ⚠️ Authentication Failed

▾ FOLDERS +

Action Required

Filtered by: Date (Last 6 Months) | [Edit](#)



DISSERTATION RELEASE FORM**REQUIRED:
CONSENT AND RELEASE**

I authorize UC Irvine to release my dissertation PDF to the UC Irvine Library, ProQuest/UMI and eScholarship and have it be made available to the public electronically through the library catalog as soon as is feasible after my dissertation has been filed.

In addition to my approval of the copyright agreement with Proquest/UMI, I hereby grant a nonexclusive, worldwide, royalty-free copyright license to The Regents of the University of California ("University") to reproduce, distribute, and display my dissertation/thesis at the University of California, Irvine ("the Work"), including: (i) the right to distribute the Work in whole or in part in all forms of media, now known or hereafter created, including display on the internet and through databases containing other works; and (ii) to electronically store, archive, copy and or convert the Work for preservation purposes. The Regents will credit me as the author of the Work. I represent and warrant that the Work: (a) is my original work and that I have full power to enter into this agreement; (b) does not infringe the copyright, intellectual property rights, or privacy rights of another; (c) contains no material which is obscene, libelous, or defamatory; and (d) I have not made, and will not hereafter make, any contract or commitment contrary to the terms of this Agreement or in derogation of the license granted to the University hereunder. I release and forever discharge the University and its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use, display, and distribution of the Work.

I declare I have read the above, fully understand its meaning and effect, and freely and voluntarily agree to be bound by it

Signature of Student

Print Name

Date

**OPTIONAL:
EMBARGO OF DISSERTATION**

Complete this section ONLY if an embargo is being requested.

Occasionally, there are unusual circumstances under which you may want to withhold your dissertation from publication. Such circumstances include:

1. The disclosure of patentable rights in the work before a patent can be granted
2. Similar disclosures detrimental to the rights of the author
3. Disclosures of facts about persons or institutions before professional ethics would permit such disclosures

To request that your dissertation be withheld for substantiated circumstances of the kind listed above, select the time frame that the dissertation be withheld from publication and sign below. The right to an embargo rests with the student however; you should consult with your dissertation committee members for advice.

I would like my dissertation to be withheld for:

Embargo Period: Six Months One Year Two Years Three Years Four Years
 Five Years Six Years

Signature of Student

Print Name

Date

Form continued on next page ...

IMPORTANT INFORMATION REGARDING NEXT STEPS POST SUBMISSION

What happens after you submit your final degree paperwork to the Graduate Division?

What now?

- 1) Be aware there is a processing period for the final degree paperwork. Submission of the final degree paperwork does not automatically mean that the degree is officially conferred. In general, the degree conferral process takes 14 business days as a degree audit and grade check must be completed first.
- 2) During the degree processing time, your registration fees for the following quarter will most likely be assessed. Since you have graduated and will not register the following quarter, you can:
 - Ignore the emails from the Registrar regarding registration fees. The emails will stop after the 4th week of the following quarter and the registration fees for following quarter will be removed. **OR**
 - You can contact the Registrar's Office and ask that you be "de-assessed" for the following quarter as you have graduated. De-assessed means the registration assessment/fees for the quarter will be removed
- 3) If you requested a degree certification notification, the e-mail notification will be provided after the final degree paperwork has been reviewed, vetted, and the degree conferred. The notification will be provided as soon as possible and before the degree is posted to the final transcript.
- 4) It is recommended that you to go to the Registrar's website to update your email address and mailing address information in "*Student Access*". Any and all future communication from the university will go to the mailing and email address that is on file with the university.
- 5) Degrees are posted on official transcripts approximately six to seven weeks after the end of the quarter in which they are awarded.
- 6) Diplomas, issues by the Registrar's Office are typically available four months after the end of the quarter in which the student graduated.
- 7) Please direct all questions regarding the diploma and official transcript to the Registrar's Office at registrar@uci.edu

Yes, I have read the above information and understand by hitting the FINISH button; my final degree paperwork will be directed to the Graduate Division for review.

PH. D. FORM II / SIGNATURE PAGE
REPORT ON FINAL EXAMINATION FOR THE PH.D. DEGREE

GRADUATE DIVISION

To be completed by Graduate Division **only**.

Requirements fulfilled: Language Date Advanced to Candidacy _____

Residency Dissertation Approved

The candidate has satisfied all of the program requirements for the Doctor of Philosophy in _____

It is recommended that the degree be conferred as of (check one): Fall Winter Spring Summer _____
(year)

Dean of the Graduate Division (or designate)

Date

BACKGROUND INFORMATION FOR COMPLETING PH.D. FORM II

NOTE: Much of the text below is adapted from UCI's Graduate Policies & Procedures Handbook:

<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

FINAL EXAMINATION

If a final examination is required by the graduate program, the Doctoral Committee supervises that examination, the focus of which is the content of the doctoral dissertation. Ordinarily, the final examination will be given just prior to the completion of the dissertation and while the student is in residence during a regular academic session, and will be open to all members of the academic community. Administration of the final examination is subject to the policies of the Graduate council governing critical examinations. This policy is outlined in Section VI, C, of the *UCI Graduate Policies & Procedures Handbook*.

Report on the Final Examination: Ph.D. Form II

Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of Ph.D. Form II (i.e., the attached form), the conferral of the Ph.D. degree subject to final submission of the approved dissertation for deposit in the University Archives, or by on-line submission to the Proquest website.

DISSERTATION

The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of the requirements for advanced degrees at UCI must conform to certain University regulations and specifications with regard to format and method of preparation.

The UCI Thesis and Dissertation Manual for writing and submitting dissertations is available at

<http://etd.lib.uci.edu/electronic/tdmanuale> Students are encouraged to attend quarterly information sessions that discuss manuscript preparation and filing procedures.

The Doctoral Committee certifies that the completed dissertation is satisfactory through the official original or electronic signatures of all committee members on the signature page of the completed dissertation. The doctoral Committee Chair is responsible for the content and final presentation of the manuscript.

a. How to File the Dissertation

Paper Submission <https://etd.lib.uci.edu/paper/td5#5.3#5.3>

After the dissertation has been approved by the committee, two copies are submitted with the appropriate formats to Special Collection and Archives (gradthesis@uci.edu) in the Langson Library. The librarian will briefly check to make sure certain aspects of the manuscript are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual* and include verification of the appropriate paper type, margins, and pagination. In addition to the paper submission, students must submit all required forms to the Graduate Division via their DocuSign submission, by 5pm on the filing deadline to complete the dissertation submission process.

Electronic Submission

After the dissertation has been approved by the committee, the doctoral dissertation must be submitted as a single electronic Portable Document (PDF) file at the UCI Dissertation Submission Site at www.etdadmin.com/uci Website administrators will review the file to make sure certain aspects are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual*; students will be notified of any changes that need to be made as well as final approval. In addition to the on-line submission, students must submit all required forms to the Graduate Division via their DocuSign submission, by 5pm on the filing deadline to complete the dissertation submission process.

b. Deadline for Filing the Dissertation

The advance degree manuscript is expected to be submitted by the deadline in the quarter in which the degree is to be conferred. Friday of the tenth week of classes is the deadline for submitting theses and dissertations during each quarter. Those students who complete requirements and submit dissertations after the end of the tenth week of classes and prior to the start of the subsequent quarter will earn a degree for the following quarter, but will not be required to pay fees for that quarter. In such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned. Additionally, with the degree no fee option, it is a requirement for students to be enrolled or on filing fee the quarter before in order to qualify for this option. Students coming off a leave of absence do not qualify for the degree no fee option. The regular degree deadlines are published on the Graduate Division website (<https://www.grad.uci.edu/academics/filing-deadlines.php>) each quarter, for the degree, no fee deadlines please contact your department.

c. Public Access to the Dissertation

In accordance with UC and UCI policy, all approved these/dissertation manuscripts automatically become available for public access and circulation as part of the UCI Libraries collections.

PH.D. DISSERTATION SUBMISSION CHECKLIST ELECTRONIC FILING

Students must submit **all** of the required documents listed below to the Graduate Division by **5pm** on the filing deadline in order to complete the dissertation submission process and meet the final degree deadline.

Submission Date: Quarter: _____ Year: _____

Name of Candidate: Last: _____ First: _____

REQUIRED

- Ph.D. Submission Checklist**
- Ph.D. Form II/Signature Page Report on Final Examination for the Ph.D. Degree:**
Serves as original signature page.
- Final confirmation e-mail from ProQuest/ ETD website (Attach)**
- Survey of Earned Doctorates completion confirmation e-mail:**
Upon completing the survey, students enter their e-mail address to which a confirmation e-mail is sent. Attach the confirmation e-mail here. (Attach) <https://sed-ncses.org>
- UCI Ph.D. Exit Survey:** (Attach) https://uci.co1.qualtrics.com/jfe/form/SV_1HV1cF7D9e3XeD4
- Student Status Verification:**
By checking here, you confirm that you are registered in classes or have an approved filing fee petition for the quarter you plan to earn the degree

OPTIONAL

- Request Degree Certification Notification:**
By checking here, you request a courtesy degree certification notification e-mail. When all degree requirements have been cleared by Graduate Division staff, the e-mails will be sent to student's UCI e-mail account. This notification is for personal use, or for direct transmission to another educational institution or employer.
- Select your UCI e-mail account preference in order to stay connected with UCI as an Alumni:**
<https://www.oit.uci.edu/help/alumni/>