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

    Commitee Chair: Your committee chair's name and email

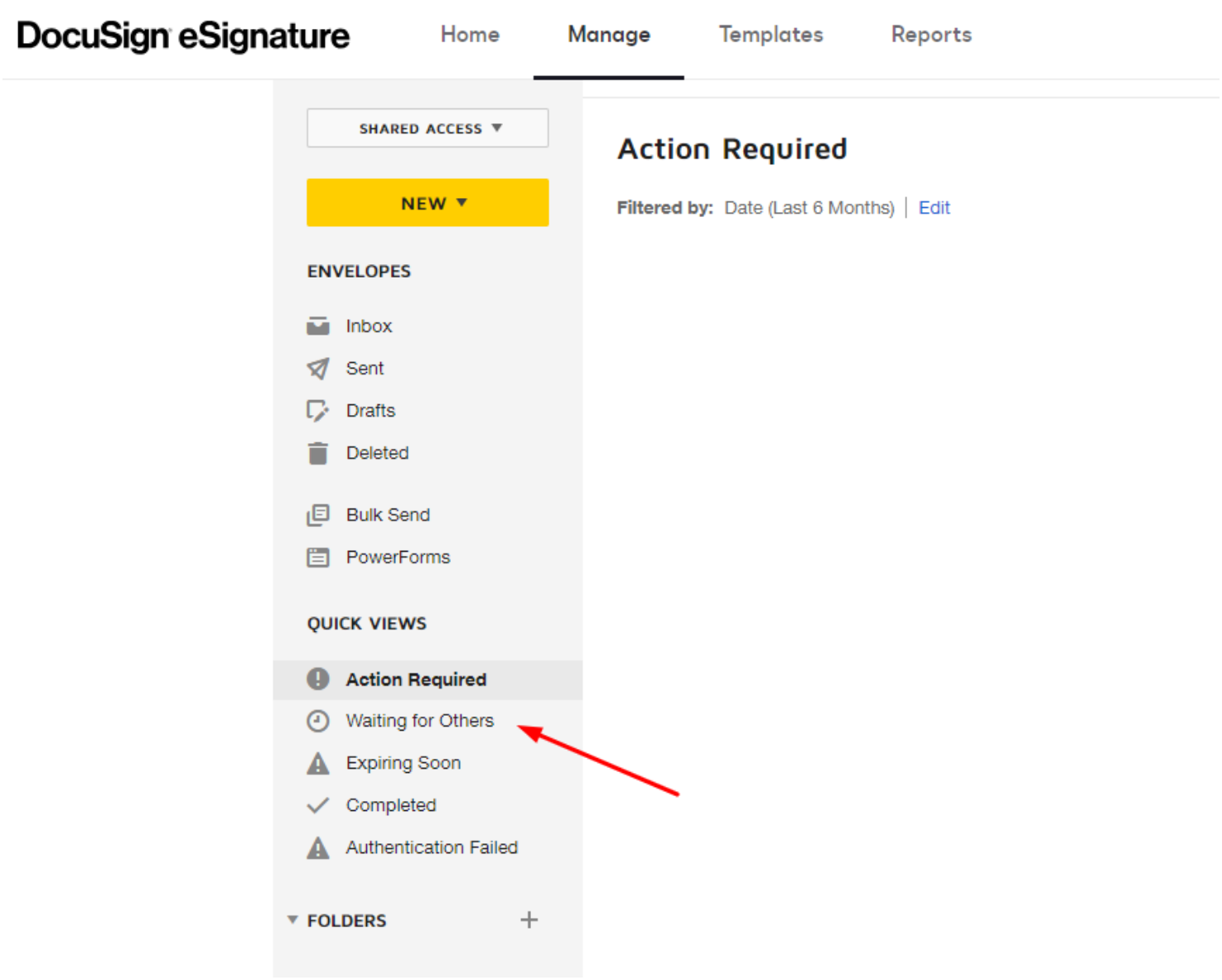
    Commitee Members: Your committee member's name and email

    Student: You, your UCI email

    Department Chair: Francesca Polletta, polletta@uci.edu

    Associate Dean: Barbara Sarnecka, gradaffairssocsci@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.


DocuSign eSignature
Home
Manage
Templates
Reports
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