



# Filing to Graduate

Updated 7/25/2018

# Prepare

- Are you registered or in a filing fee status?
- Do you have a 3.0 GPA and are you in good standing?
- Have you advanced to candidacy?
  - No?
    - PhD: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g321-phd-candidacyb.pdf>
    - M.S., Plan I: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g313-masters-candidacy-plan1.pdf>
- Is your committee up to date?
  - No?
    - File this form: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g332-recon-committee-membership-request.pdf>

# Plan

- 1. Look at the filing deadlines and degree dates.
- 2. Take required faculty reading time (4 weeks) and time to obtain faculty signatures (must be wet ink) in to consideration.
- 3. For Ph.D. students, give yourself time to find a mutually agreeable time with at least two faculty for your exit seminar.
  - Schedule your exit seminar with Debbie Snyder ([dsnyder@ucdavis.edu](mailto:dsnyder@ucdavis.edu)).
- 4. Schedule your appointment with Graduate Studies.
  - Amelia Brown ([amebrown@ucdavis.edu](mailto:amebrown@ucdavis.edu)).
  - This can be done remotely if needed.

# Graduate Studies Requirements

- Follow the Candidate Degree Completion Lists.
- Ensure that your dissertation or thesis is formatted correctly, including your title page and abstract.
  - Full formatting instructions may be found here towards the bottom of the page: <https://grad.ucdavis.edu/current-students/academic-services-information/filing-thesis-or-dissertation>
  - Sample title page: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/sample-title.pdf>
  - Sample abstract: <https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/sample-abstract.pdf>

# To Embargo or Not to Embargo?

## **Embargo**

- Usually used by students who plan to publish their dissertation or thesis.
- Varying amount of time depending on post-graduate career plans:
  - Most common: two years

## **No Embargo**

- Usually for students who do not plan to publish their dissertation or thesis later on.

**Regardless of your choice, your major professor must sign off.**

# Department Requirements

- Exit Checklist:
  - Computer Accounts
  - Credit Cards (T&E and/or Purchasing, if applicable)
  - Exit Seminar
  - Keys
  - Return of Dept/Lab property
  - Workspace Cleanliness

# Commencement

- Only held once a year in June, different from the College of Engineering commencement.
- If you will be graduating before June, you can still participate.
- If you will be graduating during the summer, you must file a commencement release form and turn it in to Grad Studies in May.
- Deadline to register to participate is usually the 2nd Friday in May at midnight.
- Please let us know which faculty member will be presenting you.