

MASTER'S THESIS AND DOCTORAL DEGREE FILING CHECKLIST

- In [GOLD](#), verify that your transcript has no Incompletes (I), No Grades (NG), No Records (NR), or In Progress (IP) grades. Contact the instructor if corrections are needed.
- Verify you have an approved and accurate Master's or Doctoral Committee on file (check in [Gradpoint Students](#)).
- [Copyright permission\(s\)](#), if required, should be obtained as soon as possible and uploaded to ProQuest directly.
- An embargo request for less than 2 years can be done online on your ProQuest account.
 - Any embargo request for more than 2 years requires approval by your Committee Chair and the Graduate Dean. Submit a completed Embargo Request Form at the time of filing ([see Copyright Resources](#).)

To meet a filing deadline, the Graduate Division must receive the following:

([Filing deadlines](#) available at our website.)

- Electronic submission of your entire committee-approved thesis, dissertation or supporting document (DMA students) including a formatted, but *unsigned signature page and copyright permission(s)* (if required) at [ProQuest](#). PLEASE NOTE: when asked to include your Abstract on the Details page, verify that the content is legible as certain formatting/characters may not copy accurately-ProQuest includes help if special formatting is needed.
- One electronically signed approval page emailed to academics@graddiv.ucsb.edu. [DocuSign](#) is recommended to collect signatures on this as well as all other forms. All forms can be emailed to academics@graddiv.ucsb.edu.

Before your degree can be awarded (preferably when you file) the Graduate Division must receive:

Master's thesis students only

- Accurate Committee listed on Gradpoint
- The \$25.00 Master's Thesis Submission fee will be charged to your BARC account at the time that you file
- The Filing Fee will be charged to your BARC account at the time that you file (***only if on Filing Leave of Absence***) [One-half of the Student Services Fee](#). In 2024-25 = \$209.00 (filter for year and graduate level status)
- Completed Embargo Request Form (***only for requests of more than 2 years***)

Doctoral students only

- [Doctoral Form III](#) signed by all committee members. Defense/waiver date must be before filing deadline (this form may be submitted by department)
- Accurate Committee listed on Gradpoint
- The Filing Fee will be charged to your BARC account at the time that you file (***only if on Filing Leave of Absence***) [One-half of the Student Services Fee](#). In 2024-25 = \$209.00 (filter for year and graduate level status)
- Completed Embargo Request Form (***only for requests of more than 2 years***)
- Graduate Council required Exit Surveys (Graduate Division will receive notification upon completion):
 - [National Research Council's Survey of Earned Doctorates](#) (entering last 4 digits of SSN is optional)
 - [UCSB Doctoral Exit Survey](#)