

## 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.
- Have an approved Master's or Doctoral Committee on file (verify with your department).
- Copyright permission(s), if required, should be obtained as soon as possible and uploaded to ProQuest directly. For more information, see:  
[http://media2.proquest.com/documents/copyright\\_dissthesis\\_ownership.pdf](http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf).
- An 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 <http://www.graddiv.ucsb.edu/academic/preparing-filing>).
- If you would like a pre-check of your document, please feel free to stop by the Graduate Division during business hours (<http://www.graddiv.ucsb.edu/contact>), prior to the week of a filing deadline. Please print and bring your preliminary pages and several pages from the body of your document for an Academic Advisor to review.

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

(Filing deadlines available at <http://www.graddiv.ucsb.edu/academic/filing-degree-conferral-deadlines>)

- 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 <http://www.etsadmin.com/cgi-bin/school?siteid=67>. 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 original, signed signature page (on 8.5 x 11 white paper, signatures in blue or black ink)
- One copy of your title page

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

#### **Master's thesis students only**

- Committee Nomination Form (department may submit this separately)
- Committee Change Form IA (only if committee has changed from original nomination)
- Cashier's receipt for payment of the \$25.00 Master's Thesis Submission fee
- Cashier's receipt for payment of the Filing Fee (**only if on Filing Leave of Absence**)  
*One-half of the Student Services Fee <http://registrar.sa.ucsb.edu/feeinfo.aspx>. In 2018-19 = \$188.00*
- Completed Embargo Request Form (**only for requests of more than 2 years**)

#### **Doctoral students only**

- Doctoral Form III signed by all committee members (department may submit this separately)
- Committee Change Form IA (only if committee has changed)
- Cashier's receipt for payment of the Filing Fee (**only if on Filing Leave of Absence**)  
*One-half of the Student Services Fee <http://registrar.sa.ucsb.edu/feeinfo.aspx>. In 2018-19 = \$188.00*
- 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*)  
<https://sed-ncses.org>
  - UCSB Doctoral Exit Survey  
<http://bap.ucsb.edu/institutional.research/doctoral.exit>