

## 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 (verify with your department).

**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.

If an embargo request is 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](mailto: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](mailto:academics@graddiv.ucsb.edu). Please see the [FAQ](#) for additional details.

### **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)

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 2020-21 = \$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)

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 2020-21 = \$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)
- [UCSB Doctoral Exit Survey](#)