How to graduate from the JDPE (written July 2015)

Step 1: look at the deadlines for both UC Davis and SDSU. The submission deadlines for each university are a bit offset because of the semester vs. quarter difference. You'll need to submit the dissertation to Davis first, and then SDSU. For each of the following steps, email the appropriate SDSU or UCD administrator first to ask for directions. They will help you through the process, and they will tell you if any of the following information changes.

At SDSU: applying to graduate and registering for your last semester(s):

If you expect to graduate in the fall or spring, at the beginning of the semester in which you expect to graduate, go into Webportal to apply to graduate before the due date (which will happen a couple of weeks into the semester). There is a fee. If you are expecting to graduate in the summer, you will need to apply to graduate in the spring semester, before the due date. There is a place in the form where you specify that even though it is currently spring semester, you are applying for summer graduation. It is important to make sure you apply to graduate for the correct semester because the fee is only good for that semester, and because it determines your SDSU submission deadline.

You have to be registered in 899 (Dissertation) credits at SDSU for the semester you expect to graduate. You have to register for a minimum of 3 credits of 899. If you are graduating in the summer, you will first register for three 899 credits in the spring, and then register for just 1 more credit in the summer, as the fee structure in the summer is by credit. You'll have to pay for that credit.

Committee approval:

Communicate with all committee members about expectations and timelines, especially if you still have significant amounts of new writing to do. After some number of rounds of revision they will each sign a specially formatted signature title page. You will feel happy then.

Exit seminar:

Once you get close enough, you'll set a date for the exit seminar and reserve a room for it. For out-of-town committee members, you may need to set up a Skype option for them.

Submitting the dissertation at UC Davis:

Consult the Graduate Studies website for a checklist of required forms and formatting instructions
http://www.gradstudies.ucdavis.edu/students/degree_candidates.html

The dissertation is submitted online like a journal article. Graduate Studies is the manager of the submission page, and you will receive email communications that request revisions or let you know the dissertation has been accepted and finalized. If you want to buy a bound copy of the dissertation, this is where you place that order.

After the dissertation is accepted, you mail or otherwise deliver the original inked paper signature page and other forms. There will be a form about copyrighting and embargo, and there are two surveys that you are required to complete before leaving the program: a confidential questionnaire from UCD Graduate Studies, and a nationwide survey of earned doctorates. You can make an in-person appointment at Graduate Studies once the dissertation is accepted, or mail/email the forms. All of the

forms can be scanned and emailed except the signature page, which must be the original, mailed or delivered in person.

Last steps, SDSU:

Submit various forms to SDSU Graduate Affairs. The most important is the certificate of proof from UC Davis verifying that the dissertation has been accepted there. SDSU Graduate Affairs will also ask you to get the faculty head of the JDPE to send an email verifying that you completed the exit seminar.

Then you take a clearance form from SDSU over to Montezuma Publishing along with the same pdf of the dissertation that was accepted at Davis, pay a processing fee (currently $45), and you're done. These steps can be done in person or electronically. Just ask for assistance politely and the administrators will help you make it happen.

The graduation bulletin, ceremony, and diploma:

You'll be on a list of people in the College of Sciences who have applied to graduate. You should receive emails about whether you and your advisor will participate in the graduation ceremony, and information about the graduation fair where you rent cap/gown and pick up your tickets. If you want your name to appear in the graduation bulletin and on the diploma in a specific way (I did because my name changed due to marriage), you'll be instructed to update your name through both (SDSU) Webportal and (UCD) Registrar's Office. Walking at SDSU is cool because the PhD candidates sit on stage with the President's party. The candidates line up across the stage, and are hooded at the same time by their advisors, with a moment afterward to hug, smile, and listen to the applause. It feels ceremonial and important. The graduation ceremony only happens once a year, in the spring.

Missing the deadline:

If you miss the deadline for the semester, in the following semester you will just re-apply for graduation, register for the right number of 899 credits, and pay the fee again. Consult the administrators for directions.