

## UCR Graduate Division Dissertation/Thesis Filing Checklist

- 1. Format Guide – [www.graduate.ucr.edu/Dissertation.html](http://www.graduate.ucr.edu/Dissertation.html):** Reviewing the format guide is the first step when preparing your manuscript for submission. It covers all aspects of what is required of your document. Please read it over and look at the sample pages. Your preliminary pages should match our samples. It is also important that students do not base their format on a previous student's document as requirements have changed over the years.
- 2. Signature Page:** The signature page is a critical part of your final document. On this page your committee gives their final approval of your document. Please make sure to allow enough time to get all the signatures for the final submission deadline. Faculty have been known to leave campus or leave town altogether when the quarter is close to completion. Make sure you know your committee members schedules!
- 3. Format Review:** Every student planning on submitting a Dissertation/Thesis should come to the Graduate Division for a format review at least one week prior to the final filing deadline. The format review will take about one hour. Graduate Division staff will help to identify portions of the Dissertation/Thesis that are not in compliance with format requirements. This is an important step towards ensuring your document will be ready before the filing deadline. No appointment is needed, drop by anytime during business hours.
- 4. Final Defense:** If your program requires a final defense you must submit proof of its completion to the Graduate Division by the filing deadline. There are two forms, one for PhD students and one for Master's. The Graduate Program Assistant in your academic department can assist you in getting the correct form. The approval of your final defense is separate from the signature page in your document. Both are required in order for your degree to be completed.
- 5. Submission:** At your format review the requirements for final submission of your document will be discussed. This includes how the document should be submitted and what additional paperwork will be needed.
- 6. Deadlines:** The last day to file a Dissertation/Thesis is typically the last day of the quarter. It is in December for Fall quarter, March for Winter quarter, June for Spring quarter and August or September for Summer quarter. If you have any question regarding when the final day to file is, you can look on the Graduate Division website for a list of deadline dates. ([www.graduate.ucr.edu](http://www.graduate.ucr.edu), click "Graduate Division publications and forms, click Graduation Deadline dates)
- 7. Workshops:** The Graduate Division holds format review workshops each quarter to help students understand the requirements. Check your UCR Webmail for the announcement of when these will be held.
- 8. Questions:** Any questions you may have regarding the filing process can be directed to the Graduate Division. You may call 951-827-3315, email [kara.oswood@ucr.edu](mailto:kara.oswood@ucr.edu) or drop by our office in Room 140 of the University Office Building.