

# Ph.D. in Education

## FINAL DISSERTATION STUDENT CHECKLIST

*Students are responsible for reading and completing all items listed*

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### SCHEDULING AND POSTING CONSIDERATIONS

- Receive advisor approval to schedule final defense of dissertation
- Distribute dissertation electronically (and hard copy if requested) 2-3 weeks in advance of anticipated defense date. Check with your advisor regarding specific committee member and defense expectations. Faculty time is valuable and the process of reading the dissertation and scheduling the exam are at faculty convenience, within a reasonable timeframe. Note that committee members may or may not provide comments to you, or with each other, prior to the defense.
- It is recommended that you send a written thank you to non-continuing members for their service on your proposal defense committee.
- Verify the approved committee members for the defense per your Ph.D. Advancement to Candidacy letter.
  - If committee membership has changed for any reason, an exception must be approved by the UCI Graduate Division *before* the defense takes place. Meet with Program Coordinator to prepare exception request for Ph.D. Program Director's signature. This should happen at least 4 weeks before your scheduled defense date.
- Contact the approved members of the final dissertation committee to arrange a compatible day and a two-hour time block for the defense. University of California policy requires three members for the dissertation committee. If you wish to request participation of more than the (normally 3) approved members, contact Program Coordinator for procedures.
- Contact Kimberly Pham ([k.pham@uci.edu](mailto:k.pham@uci.edu)) for availability of Education 2005 and reserve room for defense.
- Send confirmation of defense day, time, and location to advisor and committee, with copy to Program Director ([smreich@uci.edu](mailto:smreich@uci.edu)), Coordinator ([lopezg@uci.edu](mailto:lopezg@uci.edu)), Counselor ([sksingh@uci.edu](mailto:sksingh@uci.edu)), Facilities Manager ([ltolbert@uci.edu](mailto:ltolbert@uci.edu)), Tech Services ([education-tech-services@uci.edu](mailto:education-tech-services@uci.edu)), and Communications ([nchriste@uci.edu](mailto:nchriste@uci.edu))
- Contact Program Coordinator and Counselor with date/time/location, exact title of dissertation, and committee member names for posting. Per university requirements, notice of the exam **MUST** be posted at least 5 working days in advance of the defense.

### TECH SUPPORT

- If needed, contact Tech Services ([education-tech-services@uci.edu](mailto:education-tech-services@uci.edu)) to arrange for technology needs (computer, cables, slide advancer, audiotaping, Skype, videotaping, polycomm, other)

### POWERPOINT AND PRACTICING YOUR PRESENTATION

- If planning to use PowerPoint slides during your presentation, consult with your advisor about slide content and formatting. Be sure to send your powerpoint in advance to committee members or bring printouts on day of defense or both. Please number slides in your presentation to facilitate participation by remote participants.
- Advisor should approve your presentation/slides prior to distribution.
- Prepare and rehearse your presentation. Consult with advisor regarding format and length of your initial presentation during the defense.

### DAY OF DEFENSE

- Bring **Ph.D. Form II** to the defense: <http://grad.uci.edu/forms/index.php>
  - Complete all relevant parts on page 1 of the Ph.D. Form II. This includes the student portion, defense date, dissertation title, names and department of committee members.
- Arrive at least one hour in advance, dressed professionally, business attire suggested.
- Check room in advance and arrange in an appropriate and presentable manner.
- Check technology and consider a trial run.
- Bring water for self; you are not obligated to bring refreshments for committee.
- If defense is successful, ask committee members to sign Ph.D. Form II in *permanent blue or black ink only*.
- Notify Tech support to retrieve technology at the conclusion of your defense.

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### FOLLOWING DEFENSE

- Give Ph.D. Form II to Program Coordinator for the Program Director's signature once all designated modifications, if required by committee, have been made and all committee members have signed the form.
  - o Program Coordinator will notify you via email when the Program Director's signature has been added to the form.

### FILING DISSERTATION AND PROGRAM EXIT REQUIREMENTS

- Pay attention to UCI Filing Deadlines, which are strict and non-negotiable:  
<https://www.grad.uci.edu/academics/filing-deadlines.php>
  - o Failure to meet deadlines will require you to enroll full time in the next quarter and pay fees. Consult with Program Coordinator regarding "no fee" period or Filing Fee that may apply.
- Carefully follow dissertation submission guidelines (<https://www.grad.uci.edu/academics/degree-completion/electronic-submission.php>) and submit your dissertation electronically.
- Consult UCI Dissertation Manual for formatting requirements and submission procedures for dissertation:  
<https://etd.lib.uci.edu/>
  - o The Library Archives will send a verification e-mail stating your submission has been received and is under review, but it is **not** the final approval. A response regarding the outcome of your review will take up to approximately two business days. Account for more time if you need to make revisions and resubmit.
- Email or take copy of your dissertation to formatting reviewer in Library Archives (Langson Library, 5<sup>th</sup> floor) to ensure that introductory pages conform to requirements prior to submitting dissertation electronically. The Langson Library provides dissertation formatting workshops twice per quarter, except for the summer sessions. These [workshops](#) explain the requirements for submitting dissertations and are STRONGLY recommended.
- Complete Ph.D. in Education Exit survey sent by Program Coordinator
- Return all building and room keys, library books, and other materials to Program Coordinator or Facilities Manager
- Clear out mailbox in the Ph.D. student work room
- Be sure to renew your UCI Gmail account annually especially if you have files saved on your UCI Google Drive. More information and FAQ's regarding your UCI email account can be found here:  
<https://www.oit.uci.edu/help/alumni/>

### LETTER OF DEGREE CERTIFICATION

- Request a letter of degree certification from Graduate Division as proof of degree completion.
  - o It can take up to six months for your degree to be posted to your transcript.

### GRADUATION AND COMMENCEMENT

- Verify name for diploma. Name changes are submitted at <http://www.reg.uci.edu>.
- Commencement Ceremony information at <http://www.grad.uci.edu/academics/commencement/index.html>.

### UPDATE WEBSITE INFORMATION

- Email a revised bio and list of publications/presentations/and awards to Communications Director ([nchrste@uci.edu](mailto:nchrste@uci.edu)) and Program Coordinator ([lopezg@uci.edu](mailto:lopezg@uci.edu)) for listing on Ph.D. Graduate website page
- Provide new email and mailing address to Communications Director and Program Coordinator for receiving department communications and alumni information.

*Contact the Ph.D. administrative staff for any questions: [lopezg@uci.edu](mailto:lopezg@uci.edu) and [sk Singh@uci.edu](mailto:sk Singh@uci.edu)*