

PH.D. IN EDUCATION

FINAL DISSERTATION STUDENT CHECKLIST

Students are responsible for reading and completing all items listed

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. University of California policy requires three members for the dissertation committee. If committee membership has changed for any reason, an exception must be approved by the UCI Graduate Division **before** the defense takes place. Contact Geneva (lopezg@uci.edu) to prepare an exception request for the Associate Dean of Graduate Program'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. Be sure to send confirmation of defense day, and time to advisor and committee.
- Note, defenses are being held virtually through zoom or in-person.** Please email Geneva and Nayeli your preferred method. If you choose Zoom, send your defense day, time and committee member names and UCI emails, so they can set up the zoom meeting for you. Zoom link will be shared with the student who can share with their guests. Link will not be shared in the defense announcement to the school. The student is responsible for managing their guestlist.
- For virtual defenses, please review this [Best Practices for Virtual Defenses](#) to help you prepare.
- At least 2 weeks before your defense, email Geneva and Nayeli with the exact title of your dissertation and committee member names for posting. Per university requirements, notice of the exam MUST be posted at least 5 business days in advance of the defense.

POWERPOINT AND PRACTICING YOUR PRESENTATION

- If using 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

- If using a laptop, make sure that it is fully charged and plugged in
- Log into your zoom defense 15 minutes prior to make sure all is working well.
- Dress professionally, business attire suggested.
- Have a glass of water nearby, just in case.
- If defense is successful, send an email to Geneva to send the Ph.D. Form II via DocuSign to collect electronic signatures

FOLLOWING DEFENSE

- Notify the Ph.D. Program Manager the status of your defense. If student has successfully passed, Ph.D. program staff will set up the final degree paperwork via DocuSign. Student and committee members should expect to receive an email from DocuSign to sign.

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FINAL DEGREE PAPERWORK AND FILING DISSERTATION

- You will receive an email notification from DocuSign to sign the Ph.D. Form II. You will need to complete the items listed on the Graduate Division Ph.D. Submission Checklist. All items must be completed and uploaded to the Ph.D. Form II DocuSign in order to file your final degree paperwork with Graduate Division by their deadlines.
- Pay attention to the [Graduate Division Filing Deadlines](#), which are strict and non-negotiable. Failure to meet deadlines will require you to enroll full time in the next quarter and pay fees. Consult with Geneva regarding “degree, no fee” period or filing fee that may apply.
- Consult [UCI Dissertation Manual](#) for formatting requirements and submission procedures for dissertation. 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 approximately two business days. Account for more time if you need to make revisions and resubmit.
- Carefully follow [dissertation submission guidelines](#) and submit your dissertation electronically.
- Request a letter of degree certification from Graduate Division as proof of degree completion as it can take up to six months for your degree to be posted to your transcript.

PROGRAM EXIT REMINDERS

- Please provide an email to Geneva (lopezg@uci.edu) for receiving School communications and alumni information.
- Return all building and room keys to Luther Tolbert, Facilities Manager. Students can also mail their keys to:

*UCI School of Education
c/o Luther Tolbert
401 E. Peltason Drive, Suite 3200
Irvine, CA 92617*

- [Return library books](#) and any other materials.
- Clear out mailbox in the Ph.D. student work room (EDUC room 2007).
- Be sure to clear all holds and any unpaid balances on your [ZotAccount](#).
- Submit all required documents for final conference/professional development stipends requests *before* you turn in your final degree paperwork to Graduate Division. Please contact Nayeli (nayelill@uci.edu).
- Be sure to [renew your UCI Gmail account](#) annually especially if you have files saved on your UCI Google Drive.

GRADUATION AND COMMENCEMENT

- Verify name for diploma. Name changes are submitted through the [Registrar’s office](#).
- Review the [UCI Commencement website](#) for the latest updates and information about the Graduate Hooding Ceremony.
- Please review the [Registrar’s website](#) for information about degrees posted to transcripts and receiving your diploma.

UPDATE WEBSITE INFORMATION

- Email a revised bio and list of publications/presentations/and awards to Geneva (lopezg@uci.edu).

Contact the Ph.D. administrative staff for any questions: lopezg@uci.edu and nayelill@uci.edu