

DEFENSE AND GRADUATION INFORMATION

2009/2010

RESOURCES

1. Pam Murphy, pmurphy@ucsd.edu
2. Irene Jacobo, Student Affairs Manager ihjacob@ucsd.edu
3. Iris Vazquez, Graduate Funding Coordinator ivazquez@ucsd.edu
4. Office of Graduate Studies (OGS) 858-534-39012
5. **OGS Deadlines:** <http://ogs.ucsd.edu/AcademicAffairs/Deadlines/Pages/default.aspx>
6. **Instructions on format of thesis:**
http://ogs.ucsd.edu/AcademicAffairs/Documents/Dissertations_Theses_Formatting_Manual.pdf
7. **Commencement Info:** <http://ogs.ucsd.edu/Pages/CurrentStudents.aspx>
8. UCSD-SDSU Joint Doctoral Program Students: SDSU Graduate and Research Affairs,
<http://gra.sdsu.edu/grad/index.html>

DEGREE DEADLINES & COMMENCEMENT

OGS sets the dates by which a student must turn in a thesis each quarter, including filing between quarters (e.g., in summer or during the Fall/Winter or Winter/Spring breaks). These are posted on the OGS Web site above: **OGS Deadlines**

Commencement is once a year, and to be eligible to participate you must have met the Spring deadline listed on the OGS Web site **Commencement Info** referenced above. Information concerning ordering cap and gown, as well as dates, location, etc. is at the "Commencement" web site referenced above. You may walk in commencement for both the MS and the PhD.

THE QUARTER YOU GRADUATE: REGISTRATION AND SUPPORT

UCSD-SDSU Joint Doctoral Program Students

You must enroll in Chem 899, Dissertation, at SDSU, the quarter you intend to graduate. Any support is via SDSU. Please contact that campus for more information.

Please refer to the policies and procedures detailed in the links provided above (4. 5. 6. listed under "RESOURCES".

UCSD PhD Students

Graduating between quarters (winter break, spring break, or summer)

- Students who were registered in the previous quarter do not pay any additional fees *if* they file for the degree by the OGS deadlines. If the deadline is missed but students file for graduation in the *immediate* next quarter, the situation is the same as for leave of absence (see below).
- See below if you were on leave the quarter prior to graduation.

To remain eligible for UCSD support (stipend, fees, tuition), you must:

1. Consult with your advisor on completion plans, including registration/enrollment for upcoming quarter(s)
2. Register for at least 12 units, as applicable in 1.
3. Not turn in the thesis to graduate until fifth week of the quarter or later
4. Be on support through at least fifth week (minimum support equivalent to 25% for a full quarter).
5. You may not withdraw mid-quarter from any TA assignment!

If you will be on leave of absence the quarter you plan to graduate, remember:

- Contact Pam Murphy, Ph.D. Coordinator, to file the needed paperwork *before* the first day of classes of the quarter of leave.

- You *are* eligible to remain in graduate student housing, but contact their main office for details.
- You will *not* be eligible for any UCSD-affiliated support (e.g., TA, research assistantships, fellowship).
- You will *not* be allowed to use any campus facilities and do not have Student ID card privileges (e.g. no working in the lab, bus passes, library privileges, rec facilities).
- You will *not* have Graduate Student Health Insurance coverage. Contact Student Health Insurance, 534-0903, for assistance with securing health insurance.
- A General Petition to waive registration and pay a filing fee must be submitted to OGS at the time you turn in your graduation paperwork and thesis. You pay the filing fee to the Bursar before going to OGS.

FOUR - SIX WEEKS BEFORE DEFENSE

UCSD-SDSU Joint Doctoral Program Students

Confirm your Doctoral Committee Membership

If your Doctoral Committee *is* changing, contact Pam Murphy. A form will need to be filled in, signed by your Thesis Advisers (UCSD and SDSU), signed by Vice Chair for Graduate Education (UCSD), and the SDSU campus officials, and sent to OGS two weeks prior to the exam.

UCSD PhD Students

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REMEMBER Students are expected to submit a draft of the doctoral dissertation to each member of the doctoral committee at least one month before the scheduled defense. Formatting is detailed in OGS website referenced on page one of this Information document under subheading "Resources"

Minimum THREE WEEKS BEFORE DEFENSE

BOTH UCSD PhD Students AND UCSD-SDSU Joint Doctoral Program Students

Schedule the Exam

Confirm the date and time of your exam with ALL your Doctoral Committee members. Email Ph.D. Coordinator, Pam Murphy pmurphy@ucsd.edu with date and time agreed upon by ALL your Doctoral Committee members once you have this date/time info so that degree requirements can be met.

PARKING - JDP students: The defense is held on the UCSD campus. You must email Ph.D. Coordinator, Pam Murphy pmurphy@ucsd.edu to coordinate parking permit needs/arrangements for your SDSU Doctoral Committee members.

Reserve a Room and Equipment

AFTER you confirm the exam date AND time with your committee, contact Ph.D. Coordinator, Pam Murphy (pmurphy@ucsd.edu) to schedule a room. She will schedule it a half hour before the exam time, so that have time to make sure all equipment is working and to settle in. Refer to room information on the accompanying/attached email "Guidelines / Defense of . . ." for room specs.

Schedule Appointments with OGS

Call OGS (534-9012) and schedule a Preliminary Thesis appointment. The purpose of this appointment is for OGS to review the formatting of your thesis. The rules on thesis formatting are very strict -- see the Web link above for instructions. A preliminary appointment can save you lots of work and headaches later! Rules for thesis formatting are available on the OGS Web site

TWO WEEKS OR MORE BEFORE YOUR DEFENSE

Email Ph.D. Coordinator (pmurphy@ucsd.edu) the title of your thesis. This is essential in order for required announcements postings.

DEFENSE, PAPERWORK, AND GRADUATION

On the day of your defense, Ph.D. Coordinator, Pam Murphy, will have the needed paperwork (see below) in your file. Instructions on who signs what will be attached to it. Your adviser will pick up your file before the defense, and then will return your file afterwards.

After you have finished your dissertation presentation, your committee will likely ask you to leave the room so that they may have a private consult. You will then come back in the room, and the committee will tell you whether you passed the defense and what (if any) additional experimentation or revisions to the written dissertation are required. After the exam, your adviser will return the file. Ph.D. Coordinator ensures that required Departmental review/signatures are requested for Final Report and General Petition (if applicable) forms (see below). Students are responsible for following up with the Ph.D. Coordinator after defense regarding the pick-up of “final” paperwork required for final appointment with OGS. Be certain to **ALLOW REASONABLE TIME** between contacting Ph.D. Coordinator for pickup of forms and the date/time of your final appointment. Files with original paperwork may take 2-3 days to return to Ph.D. Coordinator and/or availability of required Departmental reviews/signatures may require 1-2 days.

Paperwork

1. *Alumni Information Form (department retains)*: Complete with Ph.D. Coordinator at time you arrange to pickup your Final Report form and/or General Petition form in advance of your final appointment with OGS. Only your signature is needed on this “Alumni” form. This form provides your post-graduation plans and post-graduation address.
2. *Degree and Diploma Application (to OGS at final appointment)*: Complete with Ph.D. Coordinator at time you arrange to pickup your Final Report form and/or General Petition form in advance of your final appointment with OGS. Only your signature is needed on this form. You give this form to OGS when you turn in your other paperwork and thesis.
3. *Final Report Form (to OGS at final appointment)*: In your file at time of defense. Ph.D. Coordinator ensures that required Departmental review/signatures are requested for Final Report and General Petition (if applicable) forms (see below). Students are responsible for following up with the Ph.D. Coordinator after defense regarding the pick-up of “final” paperwork required for final appointment with OGS. Be certain to **ALLOW REASONABLE TIME** between contacting Ph.D. Coordinator for pickup of forms and the date/time of your final appointment. Files with original paperwork may take 2-3 days to return to Ph.D. Coordinator and/or availability of required Departmental reviews/signatures may require 1-2 days. (**JDP students**: Your Final Report form must be signed off by the SDSU Chemistry Chair also. Therefore be certain to allow **REASONABLE TIME** to obtain signatures at two separate campuses. Contact Ph.D. Coordinator, Pam Murphy, pmurphy@ucsd.edu for additional information.)
4. *General Petition (to OGS at final appointment)*: Needed if you were on leave of absence or withdrawal status the quarter you graduate *OR* if you are graduating between quarters (e.g., winter break, spring break, or summer). Signed by Vice Chair for Graduate Education and you. Ph.D. Coordinator ensures that required Departmental review/signatures are requested for Final Report and General Petition (if applicable) forms (see below). Students are responsible for following up with the Ph.D. Coordinator after defense regarding the pick-up of “final” paperwork required for final appointment with OGS. Be certain to **ALLOW REASONABLE TIME** between contacting Ph.D. Coordinator for pickup of forms and the date/time of your final appointment. Files with original paperwork may take 2-3 days to return to Ph.D. Coordinator and/or availability of required Departmental reviews/signatures may require 1-2 days. (**JDP students**: Your Final Report form must be signed off by the SDSU Chemistry Chair also. Therefore be certain to allow **REASONABLE TIME** to obtain signatures at two separate campuses. Contact Ph.D. Coordinator, Pam Murphy, pmurphy@ucsd.edu for additional information.)
5. Be sure to see the Grad Funding Coordinator, Iris Vazquez (ivazquez@ucsd.edu) to end graduate student employment and obtain information on collecting the retirement withholdings from your summer stipends.
6. *The Thesis!* This is submitted/turned in after your final appointment with OGS.

POSTDOC AT UCSD (IF APPLICABLE)

If you have been approved by a professor to continue at UCSD as a postdoc, please be sure to contact PostDoc Coordinator in the Chem/Biochem Business Office to coordinator appointment for you. Postdoc appointments must

be prepared in advance of the start date, therefore, be sure that you have notified her at least three weeks before your intended start date as a postdoc.

DEFINED CONTRIBUTION PLAN AND W-2 FORM

Be sure to talk with the Graduate Funding Coordinator (for UCSD students, this is Iris Vazquez, 2-1824)! We need the address for mailing your W-2 form. Those who paid into the Defined Contribution Plan should get information about collecting or rolling over that money.

CONGRATULATIONS! CONGRATULATIONS! CONGRATULATIONS!
