

DEFENSE AND GRADUATION INFORMATION

2006-2007

CONTACTS

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IMPORTANT WEB SITES

OGSR Deadlines: <http://ogsr.ucsd.edu/deadlines/index.htm>
Instructions on format of thesis: <http://ogsr.ucsd.edu/studentpublications/bluebook/index.htm>
Commencement Info <http://ogsr.ucsd.edu/commencement/index.htm>

FILING DEADLINES

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 (see above). See Commencement (below) for degree deadlines and Commencement information.

THE QUARTER YOU GRADUATE: REGISTRATION AND SUPPORT

UCSD-SDUS 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.

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. Register for at least 12 units
2. Not turn in the thesis to graduate until fifth week or later
3. Be on support through at least fifth week (minimum support equivalent to 25% for a full quarter).
4. 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 June 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 is submitted to OGS at the time you turn in your graduation paperwork and thesis. You pay the \$119 filing fee to the Bursar before going to OGS.

THREE WEEKS BEFORE DEFENSE

Confirm your Doctoral Committee Membership

If your official committee is not changing, you need to do nothing for this step! If your Doctoral Committee *is* changing, contact June. A form will need to be filled in, signed by your Thesis Adviser, signed by Dr. Sawrey, and sent to OGS two weeks prior to the exam. **JDP students** will also need the signatures of their full committee and the SDSU campus before the form goes to OGS.

Schedule the Exam

Confirm the date and time of your exam with ALL your Doctoral Committee members, and give them a draft of your thesis. (**JDP students**: The defense is held on the UCSD campus. June will mail UCSD parking permits for that day to your SDSU committee members.)

Reserve a Room and Equipment

AFTER you confirm the exam time with your committee, contact June 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.

Schedule Appointments with OGS

Call OGS (534-3709) 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 June the title of your thesis. She will post your defense information (day, time, location, thesis title) on email (to "chemall") and on the department's seminar Web site www-chem.ucsd.edu/Seminars.

DEFENSE, PAPERWORK, AND GRADUATION

On the day of your defense, June will have all 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, will give you the forms you need, and then will return your file to us 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 conversation. 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 to us. We will have Dr. Sawrey, as Vice Chair for Education, sign the Final Report and General Petition (if applicable) forms (see below). We will then email you that they are ready for pick-up.

Paperwork

1. *Alumni Information Form (department retains)*: Adviser gives you this form at time of defense. Only your signature is needed. It tells us your post-graduation plans (we have to know this for reporting purposes to the Dean's Office) and post-graduation address. You give the department this form on the day you pick up the Final Report form.
2. *Degree and Diploma Application (to OGS at final appointment)*: Adviser gives you this form at time of defense. Only your signature is needed. Used by campus to generate and mail your diploma. The address on it must match the address on the *Final Report Form* (see below). 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. After they approve your thesis, your committee signs off on the Final Report form. The form is returned to our office in your student file after the exam or perhaps by your adviser at a later time. Once we have it, Dr. Sawrey signs it. June will notify you when it is signed. (**JDP students**: Your Final Report form must be signed off by the SDSU Chemistry Chair also. June will provide full information.)
4. *General Petition (to OGS at final appointment)*: Needed *only* 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 Dr. Sawrey and you. We will give it to you when you turn in

your Alumni Form and pick up the Final Report form. You may need to take it to the Cashier and pay the \$119 filing fee in lieu of registration prior to your final appointment at OGS (see “Graduating Between Quarters and Leave of Absence above).

5. *The Thesis!* This is turned in to the University librarian 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 Linda Lincoln (llincoln@chem.ucsd.edu) so that she can prepare the 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 Jackie Johnson, 21824)! 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.

COMMENCEMENT (OPTIONAL)

OGS organizes this event, which is held once a year, in June. You may walk in commencement for both the MS and the PhD. There are deadlines for when you must sign-up for commencement and order your cap and gown. OGS provides full information. See Important Web Sites above.

CELEBRATE, you are now officially graduated with your Doctorate!

CONGRATULATIONS! CONGRATULATIONS! CONGRATULATIONS!
