

# PH. D. FORM II / SIGNATURE PAGE

## REPORT ON FINAL EXAMINATION FOR THE PH.D. DEGREE

### BACKGROUND INFORMATION FOR COMPLETING PH.D. FORM II

**NOTE:** Much of the text below is adapted from UCI's Graduate Policies & Procedures Handbook:

<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

### FINAL EXAMINATION

If a final examination is required by the graduate program, the Doctoral Committee supervises that examination, the focus of which is the content of the doctoral dissertation. Ordinarily, the final examination will be given just prior to the completion of the dissertation and while the student is in residence during a regular academic session, and will be open to all members of the academic community. Administration of the final examination is subject to the policies of the Graduate council governing critical examinations. This policy is outlined in Section VI, C, of the *UCI Graduate Policies & Procedures Handbook*.

### ***Report on the Final Examination: Ph.D. Form II***

Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of Ph.D. Form II (i.e., the attached form), the conferral of the Ph.D. degree subject to final submission of the approved dissertation for deposit in the University Archives, or by on-line submission to the Proquest website.

### DISSERTATION

The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of the requirements for advanced degrees at UCI must conform to certain University regulations and specifications with regard to format and method of preparation.

The UCI Thesis and Dissertation Manual for writing and submitting dissertations is available at <http://etd.lib.uci.edu/electronic/tdmanuale> Students are encouraged to attend quarterly information sessions that discuss manuscript preparation and filing procedures.

The Doctoral Committee certifies that the completed dissertation is satisfactory through the official electronic signatures of all committee members on the signature page of the completed dissertation. The doctoral Committee Chair is responsible for the content and final presentation of the manuscript.

#### a. How to File the Dissertation

##### **Paper Submission** <https://etd.lib.uci.edu/paper/td5#5.3#5.3>

After the dissertation has been approved by the committee, two copies are submitted with the appropriate formats to Special Collection and Archives ([gradthesis@uci.edu](mailto:gradthesis@uci.edu)) in the Langson Library. The librarian will briefly check to make sure certain aspects of the manuscript are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual* and include verification of the appropriate paper type, margins, and pagination. In addition to the paper submission, students must submit all required forms to the Graduate Division via their DocuSign submission, by 5pm on the filing deadline to complete the dissertation submission process.

##### **Electronic Submission**

After the dissertation has been approved by the committee, the doctoral dissertation must be submitted as a single electronic Portable Document (PDF) file at the UCI Dissertation Submission Site at [www.etdadmin.com/uci](http://www.etdadmin.com/uci) Website administrators will review the file to make sure certain aspects are complete and prepared correctly according to the UCI Thesis and Dissertation Manual; students will be notified of any changes that need to be made as well as final approval. In addition to the on-line submission, students must submit all required forms to the Graduate Division via their DocuSign submission, by 5pm on the filing deadline to complete the dissertation submission process.

#### b. Deadline for Filing the Dissertation

The advance degree manuscript is expected to be submitted by the deadline in the quarter in which the degree is to be conferred. Friday of the tenth week of classes is the deadline for submitting theses and dissertations during each quarter. Those students who complete requirements and submit dissertations after the end of the tenth week of classes and prior to the start of the subsequent quarter will earn a degree for the following quarter, but will not be required to pay fees for that quarter. In such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned. Additionally, with the degree no

fee option, it is a requirement for students to be enrolled or on filing fee the quarter before in order to qualify for this option. Students coming off a leave of absence do not qualify for the degree no fee option. The regular degree deadlines are published on the Graduate Division website (<https://www.grad.uci.edu/academics/filing-deadlines.php>) each quarter, for the degree, no fee deadlines please contact your department.

c. Public Access to the Dissertation

In accordance with UC and UCI policy, all approved these/dissertation manuscripts automatically become available for public access and circulation as part of the UCI Libraries collections.