

## Earning a Ph.D. in the Joint Doctoral Program with UCSD (2018-2019 version)

### General Comments

Requirements for entry into the Joint Doctoral Program (JDP) are essentially identical to those for UCSD. Their details can be found at the UCSD web page, <https://chemistry.ucsd.edu/graduate-program/index.html>. The following is a summary of the sequential requirements for earning a Ph.D. in Chemistry and Biochemistry through the SDSU/UCSD program. The Ph.D. degree requires five or more years of classes and research under the supervision of a SDSU faculty advisor. You are responsible for complying with the procedures, regulations and deadlines as described in both SDSU and UCSD institutions. At times, keeping up can be complex due to different regulations and rules from two universities, graduate divisions and departments. Questions concerning graduate study in the Joint Doctoral Program should be referred to Pat Walls in the Graduate Division at SDSU ([pwalls2@sdsu.edu](mailto:pwalls2@sdsu.edu) and (619) 594-2309), Jeanine Sun Kolinko as Graduate Program Manager in the Student Affairs Office at UCSD, (858) 822-6014, email [jkolinko@ucsd.edu](mailto:jkolinko@ucsd.edu) or the SDSU Chem/Biochem JDP Advisor, Dr. Douglas Grotjahn. While the Department of Chemistry and Biochemistry Graduate advisors at both UCSD and SDSU will do their best to keep you informed of procedures, you are ultimately responsible for meeting the requirements and timely academic progress.

Earning your Ph.D. takes ability, hard work and especially perseverance to succeed. Most students in the Joint Doctoral Program (JDP) begin in our Master's of Science (M.S.) program. To enter the JDP from the M.S. (occasionally M.A.) program, you must fulfill a number of requirements; details are found in the **JDP Application Check List**. Usually one applies to this program while in the second semester of graduate study. We strongly recommend that you begin to consider the requirements of application to the JDP in your first semester of study, shortly after arriving on campus, because your application will be due in the second semester. However, some students have applied to the Ph.D. program in their second or third year of graduate study. A minor point of confusion: once in the Joint Doctoral Program, typically your second year of your graduate study, is called your first year (in the JDP) and description of the timeline is relative to that of the UCSD students.

**1. Submit JDP Application** due the first Friday in May. The JDP Application Check List details what needs to be included in your application packet. Please obtain the check list from the Department of Chemistry and Biochemistry Office or from the Graduate Advisors Cole or Grotjahn. Be sure to begin this process well in advance of the deadline. The essential parts of the packet are:

1. Fill out the JDP-10 form.
2. Meet all requirements for Classified Graduate Standing status.
3. Complete Application for Classified Graduate Standing form. Note this is a different form than item #2 above. You may need to request copies undergraduate transcripts that we not requested for your application to SDSU. We will need foreign transcripts in both languages.
4. We will attach a copy of your general GRE scores. If scores are significantly less than 50th percentile, consider retaking the exam.
5. Attach your Chemistry or Biochemistry GRE subject score. As with #4, if these scores have been sent to SDSU, we will attach to your packet. Note, GRE exams must be less than 5 years old.
6. If you are a non-native English speaker, please include your TOEFL score. We will attach your most recent copy. TOEFL exam score must be less than 2 years old.
7. The Department will attach an official transcript after the end of the spring semester. Your graduate GPA should be approximately 3.5 or higher.
8. Establish your research program – essential! You need to give your research supervisor as much as possible to brag about! (see #9)
9. Arrange to have three letters of recommendation; one must be from your research advisor.
10. Attach a Statement of Purpose, 1-2 pages in length.

**2. SDSU Evaluation of Application.** The SDSU Department of Chemistry Graduate Committee will evaluate your application shortly after spring semester final exams. In a few cases, you may be advised to reapply the following year in order to prepare a stronger application.

**3. UCSD Evaluation of Application.** Files for applicants recommended for the JDP will be forwarded to the UCSD Graduate Committee in June for their evaluation. DO NOT COMPLETE THE UCSD ONLINE APPLICATION IF YOU HAVE NOT BEEN INSTRUCTED TO DO SO BY THE SDSU GRADUATE PROGRAM. THE APPLICATION FEE WILL NOT BE RETURNED. **4. Confirmation.** You will be contacted by both your research advisor and UCSD Chemistry and Biochemistry indicating their recommendation for your admission into the JDP, mid to late July. You will then receive an email notification from the UCSD Office of Graduate Studies (OGS) offering acceptance into the JDP with a link to the UCSD online registration page. Fees can be paid by credit card. You do not need to include your personal statement nor letters of recommendation since those have already been submitted. After the completion of the UCSD online application, you will be sent the Graduate Intent to Register and Statement of Legal Residence forms. Complete them and return by mail to:

University of California, San Diego  
Graduate Admissions, MC 0086  
402 University Center  
9500 Gilman Drive  
La Jolla, CA 92093-0086

You must return the completed documents within 3 weeks of receiving the email notification. UCSD will also mail the JDP-1 form, Notice of Admission to a Doctor of Philosophy Degree Program form which the student must complete and return in the self addressed envelope (or to the address, above).

**5. Additional Forms.** After you returned the Graduate Intent to Register and acceptance process has been successfully completed, OGS will send you a Certificate of Admission. You should receive information from the UCSD Department of Chemistry and Biochemistry regarding orientation, placement exams, UCSD email accounts and general information regarding the beginning of the fall term by mid August.

**6. Fees.** You do not pay fees at UCSD during your year of UCSD residency (first year JDP) since you do not register there. However, you must register for 6 units of Chem 897 at SDSU. Once you returned your acceptance letter, SDSU will inform the UCSD Registrar's Office so you will be allowed to enroll. Nevertheless, JDP students are responsible for books, supplies and other related items. It is very important that you enroll before the deadline, otherwise you will be assessed a \$50 late penalty. Be sure to check the UCSD Chemistry JDP web page that directs you to the UCSD Registration and Degree Deadlines for the upcoming year.

Parking: in the past 3 years, there has been a joint agreement between UCSD and SDSU that gives JDP students in their year of UCSD residency access to parking passes, if the student has a valid SDSU parking permit. Dr. Grotjahn or someone will be asking you if you have a valid permit at SDSU, and will submit your name to receive access to parking passes.

Financial Aid for JDP students: Fill out FAFSA with SDSU (School code: 001151), and the SDSU Doctoral Student Questionnaire. You will need to then go to UCSD or order online a "Verification of Enrollment" and then return this to the SDSU Financial Aid office. For JDP students enrolled less than half time at SDSU, you will need to verify enrollment for at least half time in order to receive a disbursement check. You will need to complete Part I and then submit the Verification of Enrollment to the joint school for completion and signature

of Part II. The verification can be faxed to the Office of Financial Aid and Scholarships. UCSD will not fill out the form from SDSU. You will need to pay them \$16 for a rush pickup or \$6 to have it mailed 3 business days.

At this point you should look over the UCSD site <https://chemistry.ucsd.edu/graduate-program/index.html> regarding information about UCSD and where to go for help and information.

**7. Orientation.** You will need to arrive on UCSD campus approximately two weeks before the beginning of the fall term for orientation and exams. This is approximately a week after Labor Day weekend. If you have passed the required four (4) ACS orientation exams, 2000 edition or more recent, here at SDSU, you may not need to take them at UCSD. Check with either the UCSD or SDSU Graduate Advisors to confirm which exams you will need to take. The results of these placement exams will determine which courses you will take. You are required to pass either these exams or classes (B or higher) in three of the five areas, one of which must be in your area of research by the end of Spring quarter, or take the deficiency courses (up to 12 units of 100 level courses can be used).

**8. Assignment of UCSD Graduate Advisor.** In some years, JDP students are assigned a graduate advisor based on their research area; more recently, a single advisor, now Dr. Ulrich Müller, has served in that role. Dr. Müller is Vice Chair for Education for the UCSD department. Your UCSD graduate advisor will help design your curriculum for the three quarters while at UCSD. These courses are based on your area of research and your placement exams. The UCSD graduate advisor may periodically review your progress.

**9. Course Load at UCSD.** While at UCSD, you must register for 12 units of courses each quarter for a total of 36 units. At least 24 units must be at the graduate level, (numbered 200-500) and up to 12 units at the upper-division (numbered 100-199). The upper-division courses can be used to meet any deficiencies from the orientation exams. Your UCSD graduate advisor will recommend courses that best fit your area of research and interest. It is suggested that you talk to older JDP students for their recommendations of class selections. All courses taken in your first year must be for a letter grade, unless the course is offered as a S/U only, i.e., Chem 500. You can take courses from other departments, such as Biology, Physics, School of Medicine and at Scripps Institute of Oceanography. Chem 250 seminar (2 units) is required. Students present a brief seminar on their first year research experience or literature. This is the only seminar course that counts towards the 12 unit/quarter or the 36 total units requirements. Students are encouraged to take other seminars, Chem 227, 293, 294, 295 or 296, but these courses do not count towards the 36-unit requirement. Advisors must approve any changes to a course program. This includes adds, drops, unit changes and grading option changes. However, it is important that you continue your research at SDSU while in residency at UCSD, albeit at a lower level. Your academic performances in UCSD classes nevertheless are essential!

Once students have met any deficiency requirements from the orientation exams, or those who have passed three or more exams may register for Chem 297 starting in the winter term. You may take up to 8 units of Chem 297, but not more than 4 units per term. The research project ideally will be of mutual interest between your faculty research advisor (SDSU) and a faculty member in the Department of Chemistry and Biochemistry at UCSD. The **JDP Collaborative Research** application for Chem 297 can be obtained from the Jeanine Kolinko in the UCSD Chemistry Office at least 3 working days before the enrollment deadline. The application must be signed by your SDSU research advisor, UCSD research collaborator, Vice Chair of Graduate Education and the SDSU Graduate Advisor, so plan ahead! You must petition of each term that you take the collaborative research course. Chemistry 299 (Thesis Research) cannot be used and is not counted towards either the 12 unit/quarter or the 36 total unit requirement.

**10. GPA.** You must maintain a GPA of 3.0 or higher throughout your year in residency. If your grades drop below a 3.0, you will be disqualified from the program. In addition, you must not accumulate more than a total of eight units of unsatisfactory grades overall.

**11. Registration.** It is important that you pay the SDSU mandatory campus fees before the first day of the fall and spring semesters. If you don't you will also be paying late fees. You can not register until this fee is paid. The deadlines for the summer sessions vary and you should refer to cashier web site for this date if you plan to register for a class during the summer.

**12. Register for Chem 897.** After you have returned from your year of residency at UCSD, you will continue to register for all your classes at SDSU. All doctoral research is done under Chem 897 and everyone one registers for 6 units of Chem 897 until you have been advanced to candidacy. You may take additional courses at UCSD in your second and later years without cost. First, inform UCSD Chemistry and Biochemistry Student Affairs Office about your intent to enroll in an upcoming quarter. However, the student must pay any courses taken at SDSU. The only fees that you must pay are the SDSU mandatory campus fees, currently \$882/semester.

**13. UCSD Spring Evaluation.** You will receive instructions in Spring quarter of each year to start the Spring evaluation process online. First step is to write a self-evaluation. After you submit your self-evaluation, your SDSU research supervisor will write an advisor evaluation. All this is part of a substantive evaluation of the academic, research and teaching performance, with regard to your strengths, weaknesses and progress toward the Ph.D. degree. Even though all the documentation and comments will be recorded online, it is expected that you and your research supervisor will actual in-person meeting, to discuss the details of their comments with you and you may write your own comments. Once you and your advisor have submitted your evaluations online, and then Dr. Grotjahn and Dr. Müller sign, and may also comment. Finally, you will need to digitally sign the evaluation (do not forget this step! – campus deadline for all these steps is end of Spring quarter). The evaluations become part of the student's files and may be accessed by OGS. Students who have been advanced to candidacy will also be reviewed and evaluations signed by two members of their committee.

**14. Chem 791 Seminar.** It is highly recommended that you present a research seminar on your research project either during your second or third year in the JDP. This seminar will help you develop skills to organize and present information, and can serve as a “warm up” for the Third Year exam (see below). Also, this will help other students appreciate and become aware of your research. You should not register for this class since you will be presenting this on a voluntary basis with approval of the instructor. You are also strongly encouraged to attend and participate in the graduate student run Journal Club that meets on Friday afternoons. You should also be routinely attending departmental seminars at SDSU and UCSD.

**15. Second-Year Exam.** Starting with the incoming 2016 cohort, a significant change was made to the Departmental Exam. This change will allow doctoral students to get more engaged in their dissertation research at an earlier stage in their graduate education. The new Departmental Exam will consist of two components: a written research proposal and an oral defense of the proposal.

#### Departmental Exam Committee

The Departmental Exam Committee consists of three faculty: two inside the student's research track and one outside of the student's research track. In late spring of the student's first year they will submit preferences on which faculty they would like to serve on the Departmental Exam Committee. This should be done in consult with their advisor's input. The Graduate Affairs Committee (GAC) will then work to finalize each student's committee, factoring in the student's and their PI's preferences. The goal of GAC is to make every effort to accommodate at least one of the student's preferences. The student will receive their Departmental Exam

Committee assignments by August before the beginning of year two. The Departmental Exam Committee will continue to serve on the student's Doctoral Committee.

### Important Deadlines

- Late Spring, Year 1 - Students submit faculty committee preferences
- Summer, before Year 2 - Students receive Department Exam Committee assignment

### Written Research Proposal

Students will prepare a written research proposal on their proposed dissertation research. This proposal is a grant-writing exercise that is done during the summer of the first year and into the fall of the second year. Students are strongly encouraged to consult with their advisor, exam committee and the track advisor (GAC representative) in the preparation of their research proposal. The final research proposal that is submitted on November 1 should be already received input from the Department Exam Committee as part of this writing exercise.

The Written Research Proposal is designed to:

1. Encourage students and research advisor to work together at an early stage to develop a research project.
2. Train the student in formulating hypothesis and developing strategies to test their hypothesis.
3. Have the student become familiar with the background literature relevant to their project and see how their project fits into the bigger picture.
4. To have each student and their advisor enlist members of his/her Dissertation Committee early in the graduate career and to begin to solicit help from their committee members.
5. Develop writing skills of the student, particularly for proposals/fellowships.

### Important Deadlines

- November 1st, Year 2 - Final Research Proposal due to Department Exam Committee Members (signature of research advisor is required before submitting to committee)
- November 15th, Year 2 - Department Exam Committee provides formal assessment of the project

### Written Research Proposal Format

The written proposal should be at a maximum 6 pages in length and must include specific aims, background, approach, expected outcomes, figures/table and no more than 50 references. The font size should be 11 point and margins should be 1 inch on all sides. The document should also be single-spaced. Preliminary data are not required for the proposal, but can be included if appropriate. The feasibility of the proposal does not need to be demonstrated at this point.

### Written Research Proposal Content

Students should work with their advisor and Committee members as soon as possible. When reviewing the research proposal, the Department Exam Committee members will be looking at whether the research proposal focused on a significant problem, the methods are appropriate and rigorous, the research has been thoroughly and carefully designed, pitfalls have been considered and alternatives can be accomplished in a reasonable period of time and that completion of the proposed research will lead to the Ph.D. degree. While students should seek guidance from their research advisor, the Research Proposal should be written independently by the student.

### Written Research Proposal Feedback

By November 1st of the 2nd year, students must submit a copy of their final research proposal to their Committee, with a signature from their Research Advisor acknowledging that they have reviewed the document. The Research Advisor is expected to include additional comments about the Written Research Proposal in their 2nd Year Research Evaluation of the student. Committee members will then provide a formal assessment of the project according to the exam rubric no later than November 15th with their final approval of the document. Students

will receive an exam rubric from each committee member and may receive no more than 2 “below average” ratings **per committee member** in the rubric in order to pass the exam. Receipt of more than 2 “below average” ratings will place the student in poor academic standing, and may lead to dismissal from the program.

### Oral Research Proposal Defense

The second component of the new Department Exam format will consist of an Oral Defense of the Research Proposal. The student will orally defend the Research Proposal in front of the same 3-member Committee who approved the Research Proposal.

The purposes of the Oral Defense of the Research Proposal are:

1. To develop the student's oral presentation skills.
2. To test the student's understanding of core material from the first year track curriculum, particularly that relevant to their research area.
3. To test the student's understanding of topics relating to the student's research project including (but not limited to) the background literature, the “big picture” into which their research fits, the methods that the student plans to use and their appropriate choice for the questions being asked.

### Research Evaluation from Research Advisor

Prior to the Oral Exam, the student's Research Advisor will complete a research evaluation that will be shared with the Department Exam Committee and the student. The evaluation should be submitted to the Graduate Coordinator at least one week prior to the exam date for inclusion in the student's exam folder, for the Committee's review.

### Exam Format and Feedback

The Oral Exam should take approximately 60 min, of which no more than 30 minutes should consist of the student's presentation, and 30 minutes for questioning. Questions posed by the Committee will cover the area of the student's presentation as well as fundamental principles of all relevant disciplines of Chemistry and Biochemistry, especially as they relate to the proposal.

At the end of the oral presentation and examination, the Committee will deliberate under direction of the Chair of the 2nd year exam committee and deliver a critique of oral presentation of the proposal according to the rubric. The results shall be conveyed to the student immediately and to the Chem/Biochem Student Affairs office in writing.

Satisfactory performance on the oral exam will permit the student to proceed with full time research as well as earn the MS coursework degree for qualified Ph.D. students. Unsatisfactory performance may necessitate re-writing or re-presenting the oral defense, or result in a recommendation that the student withdraw from the program.

### Important Deadlines

- Week 5, Winter Quarter, Year 2 - Confirm Oral Defense date/time with Committee
- End of Winter Quarter, Year 2 - Successfully pass the Oral Research Proposal Defense

### Scheduling the Exam

Confirm your exam date and time, then reserve your exam room by week 5 of Winter Quarter!

### Process

First, students contact their committee chair to discuss the exam and possible dates and times. Next, students contact the other committee members about possible dates and times. Schedule two hours for the exam. Sometimes it takes a bit longer. Start scheduling early enough to assure the time limit of **end of Winter Quarter** is met. By week 5 of Winter Quarter, ALL students must confirm with their committee the date of the exam.

### Dates to Avoid

*Exams should never be scheduled on Weekends or Holidays.*

Dates that might be problematic and should be avoided:

- (a) Martin Luther King Holiday
- (b) Presidents Day Holiday
- (c) The large graduate recruitment days

### Reserving a Room and Audiovisual Needs

At least three weeks before the exam and **\*AFTER\*** you have coordinated the date and time with all members of the committee, students notify Jeanine Sun Kolinko, ([jkolinko@ucsd.edu](mailto:jkolinko@ucsd.edu)). She will oversee reserving a room and emailing exam notices.

Room Reservation - Send an email to the Graduate Program Manager, ([jkolinko@ucsd.edu](mailto:jkolinko@ucsd.edu)) with your room preference. Room reservations will be made for you.

## **16. Qualifying Examination and Selection of Doctoral Committee**

### Advancement to Candidacy Overview

We hope your research is going well, and that you are excited at the prospect of presenting your preliminary findings and proposed thesis project to your Doctoral Committee to Advance to Candidacy for the PhD. This is the last oral exam you will take before you defend your thesis. Please let us know if you have questions about the process or procedures described below. Best of wishes for your continued success!

To officially advance to candidacy, you must complete ALL of these steps:

- Have a Doctoral Committee approved by SDSU and UCSD at least two weeks prior to the Oral Qualifying Exam
- Pass the Oral Qualifying Exam. Have the required advancement paperwork signed off by the Doctoral Committee, chemistry departments of both campuses and Graduate Studies Dean's Offices of both campuses.
- Pay the UCSD Cashier the advancement fee

Your records will only show you as Advanced once you are advanced for a full quarter.

**ADVANCEMENT TO CANDIDACY DEADLINE:** last day of Finals Week of Spring Quarter

To remain in good academic standing in the PhD program, you must complete all of the steps listed above by the end of Spring Quarter. Extensions require prior approval by the Thesis Adviser, SDSU, and UCSD Graduate Affairs Committee. Students who do not advance by deadline will have a hold placed on their fall quarter registration.

### Doctoral Committee

To meet University requirements for naming a doctoral committee, students must submit a "Nomination of Doctoral Committee for the Qualifying Examination" form signed by both UCSD and SDSU. Ph.D. Coordinator can assist you with obtaining and completing this form. Students should email Ph.D. Coordinator their committee names a minimum of four weeks prior to the examination date.

Note: It can take several weeks to obtain all required signatures from both campuses, allow for this in scheduling your exam.

One of the purposes of a doctoral committee is to provide students with mentorship and guidance beyond that provided by the Thesis Adviser. Requirements on who serves on the committee were developed, in part, to provide some consistency across departments. Exceptions to these policies require both Graduate Affairs and Deans'

approval. The Department policy of having Departmental Exam Committee members continue to serve on the doctoral committee is to provide students with faculty who, over time, are familiar with the student, their research, and the history of the exams. If a student has found other faculty with particular interests pertinent to the research, it is quite permissible to expand the committee to additional members; it is not necessary to delete a Departmental Exam Committee member to compensate. Students should inform the Ph.D. Coordinator of their committee a minimum of four weeks prior to the examination date. Below are guidelines for selecting a committee.

- Member 1 SDSU Thesis Adviser as chair
- Member 2 SDSU Chemistry, from the Departmental Exam Committee
- Member 3 UCSD C&B, from Departmental Exam Committee
- Member 4 UCSD C&B, from Departmental Exam Committee
- Member 5 UCSD, non-C&B tenured faculty (SDSU -or- UCSD, outside the department)
- Others: More members are optional, and there are no constraints.

A minimum committee of five faculty members is required. Other members may be appointed at the student's discretion. Of the five-member committee:

- A minimum of two members must be from SDSU and a minimum of two members from UCSD. The 5th member may be from either SDSU or UCSD.
- Two members must be tenured: one from chemistry and one not from chemistry.
- Members of the Departmental Exam Committee should continue to serve on the Doctoral Committee
- There may not be more than one adjunct professor.
- If the Thesis Adviser is adjunct, a ladder-rank faculty must be appointed as Co-Chair.
- Subsequent changes to a committee require both SDSU and UCSD approval.

### Oral Qualifying Exam

The University requires a Qualifying Examination for Advancement to Candidacy for the PhD. The purpose of the examination is for students to gain approval of their proposed thesis research project from their Doctoral Committee.

*Scheduling the examination.* The exam must be scheduled at least two weeks in advance. Students first confirm with ALL of their committee members the date and time of the examination, and then contact the Ph.D. Coordinator.

*Students submit a summary* to their doctoral committee and to the Ph.D. Coordinator at least **two weeks before the Qualifying Examination**. The summary should include a comprehensive description of the proposed thesis research (including key references), its significance, and the progress that has already been made.

*The day of the examination,* Ph.D. Coordinator ensures the needed forms in the file. The Thesis Advisor will pick up the file and take it to the exam; the advisor is in charge of returning the file.

*At the examination,* students first give a 30-minute presentation. The presentation is followed by a question-answer period when the committee examines students for indications of the knowledge, insight, motivation, and demonstrated productivity required to produce an acceptable thesis in the normal time. The student may or may not be asked to leave the room for a time prior to hearing the committee's evaluation. Students may Pass, Provisionally Pass, or Fail the exam. The committee will inform students of the results, and will explain any recommendations or requirements. These will be written on the internal "Comments" form; original stays in the student file, and students receive a copy.

### Finishing Up: Paperwork and Fee Payment

As a student in the Joint Doctoral Program, signatures are required from both campuses and thus, unfortunately, several trips between the two campuses are required in order to acquire the necessary signatures. Once a student has fully passed the Oral Qualifying Examination, the committee will sign the "Report of Qualifying Examination" form. The file is then returned by your thesis advisor to the Student Affairs Office. The Ph.D. Coordinator ensures that required Departmental review/signatures (by the Vice Chair for Education) are requested for "Final Report of the Qualifying Exam" form. Students are responsible for following up with the Ph.D. Coordinator after exam regarding the pick-up of "final" paperwork required for filing/fee payment. Be certain to ALLOW REASONABLE TIME between contacting Ph.D. Coordinator for pickup of forms and the advancement deadline. 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.

Student Affairs strives to notify students quickly when forms are ready for pickup; students should follow up with Ph.D. Coordinator on readiness of forms for required signatures by the SDSU JDP Graduate Advisor. After acquiring this signature, the student brings the form back to UCSD and pays the Advancement to Candidacy fee to the UCSD Cashier. Next, the student signs the form and brings it to Rita Baumann at SDSU for the required signature from the Graduate Division and Research Dean at SDSU. From there, the forms are mailed (by Rita) to the Graduate Division and the process is complete.

**Congratulations, you are now Advanced to Candidacy for the Ph.D.!**

### **17. Formatting your Dissertation**

You can download a copy of the Preparation and Submission Manual for Doctoral Dissertations and Master's Thesis "Bluebook" here:

<https://grad.ucsd.edu/files/academics/BlueBook%202017-18%20updated%204.13.18.pdf>

### **18. Dissertation Submission**

- The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final defense.
- Review the requirements regarding committee participation at the defense.
- A student must make an appointment with the Graduate Division for a preliminary check of his/her dissertation. At that appointment the format is checked and instructions on the final preparation and submission of the dissertation are given.
- The final version of the dissertation must conform to procedures outlined in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses."
- A student must make a final appointment with the Graduate Division for the submission of all final degree paperwork and the final dissertation. Please see the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses" for detailed instructions.
- Please print the Dissertation/Thesis Release Form and bring it with you to discuss during your preliminary appointment.

### Dissertation Appointments

Schedule dissertation and thesis appointments on [Grad Calendar](#)

### Defense and Graduation Information

#### *RESOURCES*

- Graduate Division Deadlines

- Instructions on format of dissertation
- Check with the SDSU Graduate Division for Commencement
- UCSD-SDSU Joint Doctoral Program Students

Graduate Division 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). Remember, deadlines are those for UCSD, not SDSU. These deadlines are posted on the Graduate Division website. *Commencement is once a year, and to be eligible to participate you must have met the Spring deadline listed on the Graduate Division website. Information concerning ordering cap and gown, as well as dates, location, etc. is on the Graduate Division website.*

#### The Quarter You Graduate

You must enroll in Chem 899, Dissertation, at SDSU, the quarter/semester you intend to graduate. All support is via SDSU.

#### Four to Six Weeks Before Defense

Confirm your Doctoral Committee Membership. If your Doctoral Committee is changing, contact the Ph.D. Coordinator ASAP. A form will need to be filled in, signed by your Thesis Advisors (UCSD and SDSU), signed by Vice Chair for Graduate Education (UCSD) and the SDSU campus officials, and sent to Graduate Division two weeks prior to the exam.

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 on the Graduate Division website.

#### Minimum Three Weeks Before Defense

*Schedule the exam.*

Confirm the date and time of your exam with ALL your Doctoral Committee members. Email Ph.D. Coordinator 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.

**\*\*IMPORTANT:** The committee chair and the tenured, outside member must always be present at a defense exam.

Since the defense is held on the UCSD campus, you must email Ph.D. Coordinator 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 to schedule a room. She will schedule it a half-hour before the exam time, to have time to make sure all equipment is working and to settle in. Refer to room information on the accompanying/attached email.

#### *Schedule Appointments with Graduate Division*

Call Graduate Division (534-9012) and schedule a Preliminary Thesis appointment. The purpose of this appointment is for Graduate Division 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 Graduate Division website

#### Two Weeks or More Before Your Defense

Email Ph.D. Coordinator the title of your thesis. This is essential in order for required announcements postings.

## Defense, Paperwork, and Graduation

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

Make sure to bring several copies of your title page to obtain signatures from your Committee members.

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 advisor 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 Graduate Division. 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: Complete prior to picking up your Final Report form and/or General Petition form in advance of your final appointment with Graduate Division: <http://chemf.chem.ucsd.edu/mf/view.php?id=27>. This form provides your post-graduation plans and post-graduation address.
2. Degree and Diploma Application (to Graduate Division 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 Graduate Division. Only your signature is needed on this form. You give this form to Graduate Division when you turn in your other paperwork and thesis.
3. Final Report Form (to Graduate Division 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 Graduate Division. 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. The Final Report form must also be signed off by the SDSU Chemistry Chair. After Departmental signatures have been acquired, the student picks up the forms and brings them to the SDSU JDP Graduate Advisor for signature. The form is now ready for your final appointment with Graduate Division. Because signatures are required from both campuses, be certain to allow REASONABLE TIME to obtain signatures at two separate campuses when scheduling your final appointment with Graduate Division.)
4. General Petition (to Graduate Division 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).
5. The Thesis! This is submitted/turned in after your final appointment with Graduate Division.

**Congratulations!!!!** Now your life can go on.