

Graduation Procedures/Final Term – Ph.D.

If you are completing a Ph.D. program, please follow the steps for “Scheduling and Completing your Final Defense” and the steps below for graduation:

- 1) If you are finishing your dissertation and plan to complete your final defense, you may request to be on Filing Fee Status for **one** quarter. Filing fee status means you are not enrolled in units and will only be charged the filing fee (around \$188) instead of full tuition. To fill out a Filing Fee form, login to R’Web and navigate to the R’Grad icon. Note: if you are a GSR, TA or Associate In, you cannot go on filing fee and maintain your position. Contact the Graduate Program Coordinator for more information.
- 2) Fill out the graduation application on R’Web no later than the deadline listed [here](#).
- 3) After completing the dissertation, please follow the steps found [here](#) and the deadlines found [here](#). For the Graduate Division to confer the degree, they must receive the original final defense results form, original dissertation signature page and the final formatted dissertation uploaded to ProQuest by the final deadline date.
- 4) If you choose to participate in commencement, check the [commencement website](#) for the most recent information including event dates, cap and gown rentals/purchases, and all other related items. Graduate Division also requires all PhD students intending to complete their dissertation in the Spring or Summer terms to fill out an [Intent to Participate form](#).

Note: Commencement policy allows for students to participate in the spring ceremony if students plan to finish their final requirement(s) in the summer. However, if you plan to finish in the following fall term, you will need to wait to participate in the following commencement ceremony. For example, if you are finishing your requirement(s) in Fall 2018, you will need to wait to participate in commencement in Spring 2019.