File for Doctoral/Master's (Thesis) Degree Form
Student View

[Click here to access Kuali form](#).

1. The first page is "Step 1: Submit File for Degree". Fill out Step 1 with your information & the degree aim that you are filing for that quarter. Once you've entered all information, click "Submit" at the top.

When you click submit, that page will close and then you will see your submission under "My Documents -> Submitted" (https://ucsd.kualibuild.com/build/my/submissions). You can click on it to view the form.

To see the workflow status of the form, click on it, then click on the dots in the top right, then click "Workflow status".
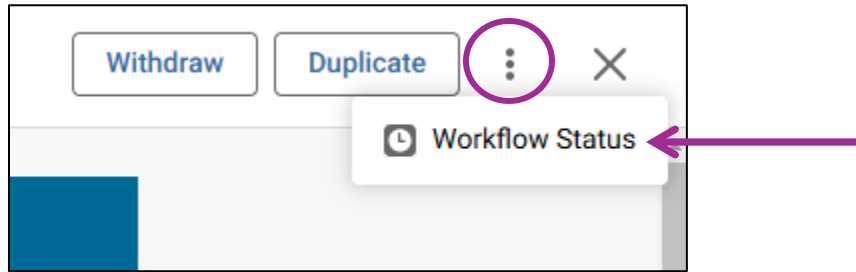
2. GEPA will review your Academic History. When we finish reviewing it, you will receive an email to complete a task for Step 2. Click the "View Task" button in the email or go to your "Action List" https://ucsd.kualibuild.com/build/actions.

You will then need to navigate to the "Academic History" page. If there are any "Action" items, then that means you need to resolve that item. Failure to resolve the issue may delay your degree. If your form has no Action items, then there are no actions for you to take.

Once you finish reviewing, click the "I have reviewed all items" button at the bottom and then click "Mark Complete" at the top.

Step 2 (Student): Review Academic History

STUDENT: *
○ I have reviewed all items in Academic History and will resolve any action items (if applicable).

Date Student Reviewed Academic History *

MM/DD/YYYY

To view your Academic History at any time, log into Kuali https://ucsd.kualibuild.com/, go to "My Documents" https://ucsd.kualibuild.com/build/my/submissions and click on your submission.

Action List 14   **My Documents**
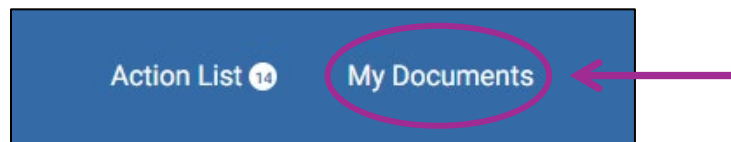
3. Once you have completed Step 2, you will get two emails. One that says Step 2 is completed and gives a list of "Next Steps" with all of the required items to complete your degree. And an email to complete a task for Step 3. This is to fill out a checklist of all of the Next Step items.

   Navigate to the "Step 3: Final Degree Checklist" page and fill out all sections. This is where you indicate that you've completed all paperwork for your degree and are ready to graduate.

AN75 Submitted Jan 15, 2025 · 4:09 PM IN PROGRESS   Save   **Mark Complete**

Pages

File for Degree Req... ✓

Academic History ✓

Step 3: Final Degree... ✓

Back   Next

Instructions

Review the Final Paperwork Submission checklist and complete all items. You can save and return to the form at any time. Once you have completed everything, click the "Submit" button. GEPA will be notified and we will review your paperwork in 1-2 weeks.

UC San Diego

Step 3: Final Degree Checklist

These are the required actions for finalizing your degree. You can use this as a checklist by checking off the items that you have completed and clicking "Save" to save your progress.
Once all items have been "Completed", click "Submit" to submit the form to GEPA. Your GEPA Academic Affairs Advisor will be notified and will review your paperwork within 1-2 weeks.

These actions should be completed as soon as possible. The completed checklist must be received by GEPA no later than 3:00pm on the last Friday of the quarter in order to be eligible to receive your degree for the current quarter. If there are issues to resolve, then your degree may not be conferred until the following quarter. We recommend submitting this form in advance of the deadline.
See filing deadlines: https://grad.ucsd.edu/academics/enrolling/index.html

I provided my department with my defense date, committee members & email addresses, dissertation/thesis title. *
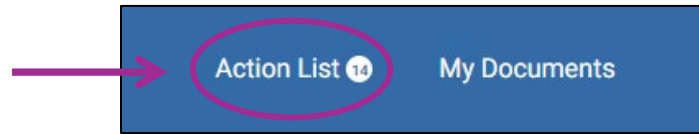○ Completed

Department has submitted the Final Report Form. If all committee members have signed, then you should've gotten an email. If unsure, contact your graduate coordinator. *
○ Completed

Dissertation/Thesis Release Form has been filled out, signed by me and my committee

Click to save your progress.

You can save the form and return to it as needed. Click the "Save" button at the top to save your progress. To return to the form, log into Kuali https://ucsd.kualibuild.com/, go to "Action List" https://ucsd.kualibuild.com/build/actions, and click on your submission.
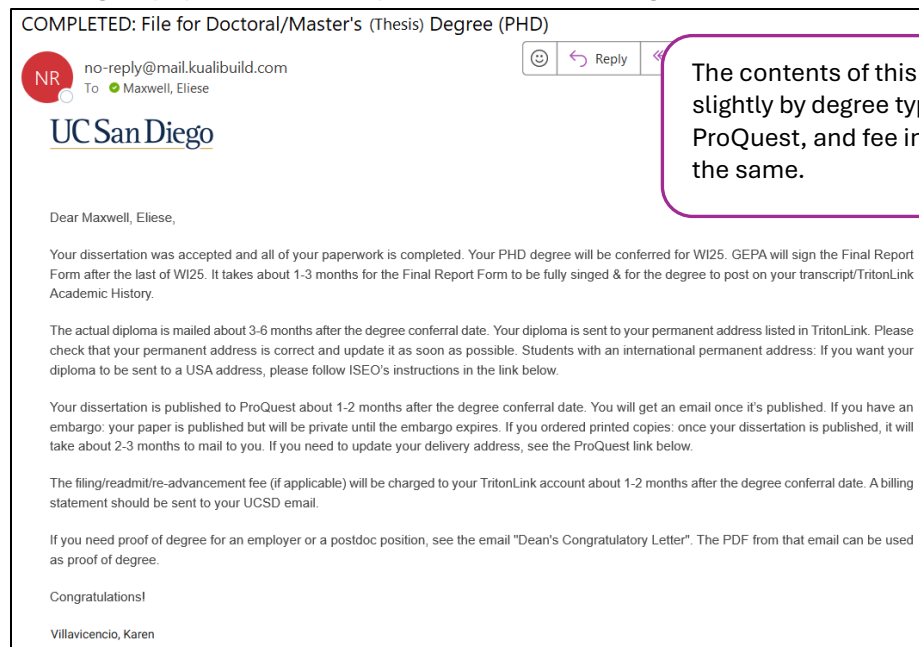

After you completed all sections on the Checklist, click "Mark Complete" at the top. The form will then route to GEPA for the Final Review.

4. The Final Review is where GEPA reviews the Checklist. If there are any issues, then we will contact you via email so that you can correct the issues. Once everything is corrected or if there are no issues, then you will receive an email confirming that all paperwork is completed for your degree!
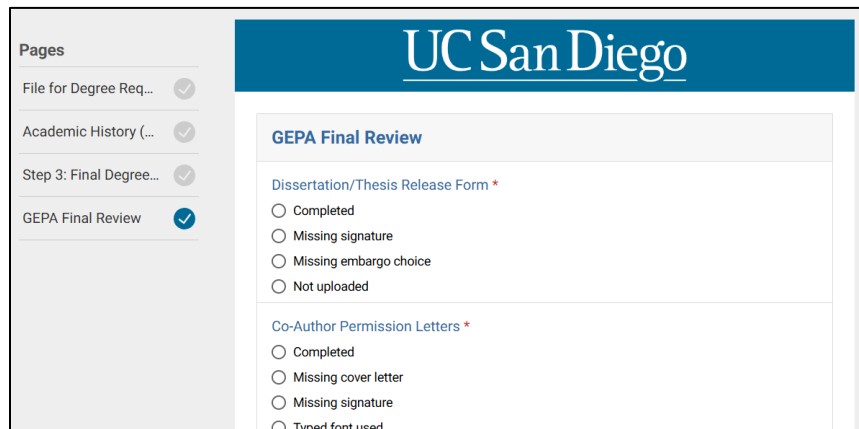
Email confirming all paperwork is completed for the PHD degree: