

## 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.

Created at Jan 15, 2025 - 4:09 PM **DRAFT** Discard Save Submit

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### UC San Diego

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

This form should be submitted by Friday of Week 4 to initiate filing for the degree with GEPA. If you have any questions, contact your GEPA Academic Affairs Advisor: <https://grad.ucsd.edu/about/meet-the-team/academic-affairs/index.html>.

**\*\*This form is only for Doctoral or Master's students who are defending & submitting a thesis/dissertation. If this does not apply to you, then contact your department to file for the degree.\*\***

#### Step 1: Submit File for Degree

Student Name (auto-fills) Maxwell, Eliese	PID (auto-fills) 10403094
Email (auto-fills) etmaxwell@ucsd.edu	If PID is not displaying correctly above, then type in PID A12345678
Department *	...
Degree Aim (that you are currently filing for) *	...
Graduating in (quarter) *	...

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.

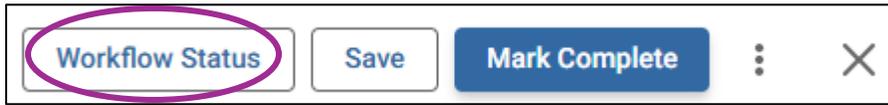
My Documents

Submitted Drafts (2)

Document Type	title	Date Submitted ↓	Time Elapsed	Status	Actions
File for Doctoral/Master's (Plan I Thesis) Degree	--	Jan 15, 2025, 3:58 PM	1 minute	IN PROGRESS	⋮
File for Doctoral/Master's (Plan I Thesis) Degree	CG75	Jan 10, 2025, 2:44 PM	5 days	COMPLETE	⋮

Rows per page: 10 1-3 of 3 < >

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.

A screenshot of a web application interface. At the top, it says 'AN75 Submitted Jan 15, 2025 · 4:09 PM' and 'IN PROGRESS'. There are 'Save' and 'Mark Complete' buttons. On the left, a 'Pages' sidebar shows 'File for Degree Req...' and 'Academic History' (circled in purple). Below the sidebar are 'Back' and 'Next' buttons. The main content area has a blue header with 'UC San Diego' and a section titled 'Academic History'. It contains a table with the following rows:

Your GEPA Academic Affairs Advisor has reviewed your academic history. Please review and hit the "I have reviewed all items" button at the bottom. <b>If there are any "Actions", follow the instructions to resolve them as soon as possible.</b>	
GEPA Academic Affairs Advisor (enter name) *	Villavicencio, Karen
As of this date, GEPA reviewed your academic history. See the information below. *	January 15, 2025
Committee submitted? *	<b>ACTION:</b> Contact your graduate coordinator to submit your dissertation/thesis committee.
Applied/Advanced to Candidacy? *	

Two callout boxes on the right explain the 'ACTION' item. The first box points to the 'ACTION' text and says: 'The "Action" will always correspond to the item on the left. In this case, action needs to be taken for the doctoral or master's committee.' The second box points to the 'Applied/Advanced to Candidacy?' row and says: 'There is no "Action". That means that the application/ advancement to candidacy is good to go.'

2a. (Optional) You may request for a Formatting Pre-Check of your dissertation/thesis. GEPA will review your dissertation/thesis formatting before your defense. The content of your paper can still be a work-in-progress, but you must submit a fully formatted paper to GEPA.

**Step 2 (Student): Review Academic History**

<p><b>Student Reviewed Academic History *</b></p> <p><input type="radio"/> I have reviewed all items in Academic History and will resolve any action items (if applicable).</p>	<p><b>Date Student Reviewed Academic History *</b></p> <input style="width: 100%;" type="text" value="MM/DD/YYYY"/>
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**(Optional) I want a formatting pre-check of my dissertation/thesis.**

Note: GEPA will review your formatting within 1 week. You will be notified via Kuali with formatting feedback. Formatting pre-checks are not available during the last 2 weeks of the quarter.  
If you choose "No" for the optional pre-check, GEPA will review your dissertation/thesis for adherence to the UCSD formatting guidelines after you complete the final Step 3.

Yes  
 No

Once you finish reviewing your Academic History, click the “I have reviewed all items”. Then make your decision on a formatting pre-check. Then click “Mark Complete” at the top.

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.



3. When you complete Step 2, you will get two emails.
  - a. Email confirming that Step 2 is completed and gives a list of “Next Steps” with all of the required items to complete your degree.
  - b. Email to complete a task for Step 3. This is to fill out a checklist of all of the “Next Step” items.

If you requested a formatting pre-check: GEPA will review your paper within 1 week. You’ll be notified via Kuali when it’s been reviewed. The feedback can be found on the “Formatting Pre-Check” page. We recommend waiting for the feedback before completing Step 3.

View formatting pre-check feedback

View final degree checklist

UC San Diego

**Formatting Pre-Check**

Below is feedback on your formatting.

If a box is checked, that means there is an error that needs to be corrected. If it is not checked, then there is no error. Do not re-send your dissertation/thesis to GEPA for a "second formatting pre-check". GEPA will review your paper again when you complete Step 3 in the File for Degree form.

**Please correct any errors before you complete Step 3.**

<b>GEPA Academic Affairs Advisor *</b>	As of this date, GEPA reviewed your dissertation/thesis formatting. *
<input type="radio"/> Click to search for advisor's name	

To see the list of items that need to be completed for your degree, 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>

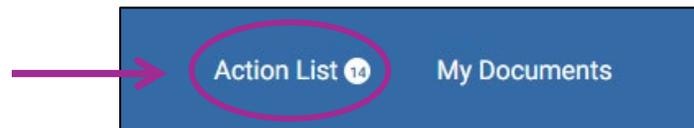
I provided my department with my defense date, committee members & email addresses, dissertation/thesis title. \*

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

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 Kual <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 Final Degree 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!

## GEPA Final Review:

Pages

- File for Degree Req... ✓
- Academic History (...)
- Step 3: Final Degree...
- GEPA Final Review ✓

### UC San Diego

#### GEPA Final Review

Dissertation/Thesis Release Form \*

- Completed
- Missing signature
- Missing embargo choice
- Not uploaded

Co-Author Permission Letters \*

- Completed
- Missing cover letter
- Missing signature
- Typed font used

## Email confirming all paperwork is completed for the PHD degree:

COMPLETED: File for Doctoral/Master's (Thesis) Degree (PHD)

no-reply@mail.kualibuild.com  
To Maxwell, Eliese

UC San Diego

Dear Maxwell, Eliese,

Your dissertation was accepted and all of your paperwork is completed. Your PHD degree will be conferred for WI25. GEPA will sign the Final Report Form after the last of WI25. It takes about 1-3 months for the Final Report Form to be fully signed & for the degree to post on your transcript/TritonLink Academic History.

The actual diploma is mailed about 3-6 months after the degree conferral date. Your diploma is sent to your permanent address listed in TritonLink. Please check that your permanent address is correct and update it as soon as possible. Students with an international permanent address: If you want your diploma to be sent to a USA address, please follow ISEO's instructions in the link below.

Your dissertation is published to ProQuest about 1-2 months after the degree conferral date. You will get an email once it's published. If you have an embargo: your paper is published but will be private until the embargo expires. If you ordered printed copies: once your dissertation is published, it will take about 2-3 months to mail to you. If you need to update your delivery address, see the ProQuest link below.

The filing/readmit/re-advancement fee (if applicable) will be charged to your TritonLink account about 1-2 months after the degree conferral date. A billing statement should be sent to your UCSD email.

If you need proof of degree for an employer or a postdoc position, see the email "Dean's Congratulatory Letter". The PDF from that email can be used as proof of degree.

Congratulations!

Villavicencio, Karen

The contents of this email will vary slightly by degree type, but diploma, ProQuest, and fee information are all the same.