Kuali Steps: Submitting your Co-Author Permission Letters and Cover Letter
Student View

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View
Review ◯ Status

Co-Author Permission Letter Submission Form

Required for published, in preparation, and co-authored material included in theses or dissertations.
Please review the Dissertation & Thesis Manual.

Submission Instructions:
Fill out the information below, anything annotated with an * is required. The Cover Letter and Permission Letters can be uploaded as one combined PDF or multiple PDFs. If uploading as multiple PDFs, use the "Required Field" for the Cover Letter and "Additional Uploads" for any Co-Author Permission Letters. If needed, more rows can be added.

When your submission is ready, press the "Submit" button on the right to route it to the Division of Graduate Education for review. Pressing "Save" will only save your current progress.

If you have any questions about filing out this form, contact your Division of Graduate Education Advisor.

New Submitted By
Karen Villavicencio

Created By - School ID
10590439

Actions

[Submit]
[Save]
[Discard]

Use this page to fill in the information and upload your documents. Clicking **"Save"** will save your progress and allow you to return to your draft later.

Once all files are uploaded, you must click **"Submit"**.

Upload Cover and Co-Author Letters *

* REQUIRED Field (*PDF format Only*)
Signature page for DocuSign2.pdf *(38.9 kB)*

Additional Uploads
(*PDF format Only*)

No file attached	No file attached

Use this field to upload documents. Uploaded will appear in black/bold font (see sample titled "Signature page" to the left).

You may combine all permission letters and signatures into one PDF, or you can upload them as separate PDFs.

To upload more than one, click on the "Additional Uploads" Link.

Build ⋮   Home   What's new?   Karen Villavicencio ⋮

ℹ Your form was successfully submitted.   Dismiss

Submitted | Drafts (14)

Form	Title	Date Submitted ↓	Time Elapsed	Status	Actions
Grad Dissertation-Thesis Permission Letters	0100	Jan 30, 2023 · 8:58am	less than a minute	IN PROGRESS	⋮

Rows per page: 10 ⬍   1-1 of 1 ‹ ›

Once submitted, this page will pop up, and confirm your submission.

See **"Status"** column to verify submission progress.

Request Document Number 0100 (MS/MA)

Co-Author Permission Letter Submission Form Confirmation

This notification is to confirm that we have received your submission. We will review your submitted letters as soon as possible. You will be notified once your submission has been reviewed. You will receive confirmation if the submission is approved or if there are issues or missing information that you need to address.

Thank you.

A confirmation email will be sent once submitted.

Hello Karen,

An item has been sent back to you in the following app:

Grad Dissertation-Thesis Permission Letters

View Item

If your submission is missing anything, you will receive this message. Click on **"View Item"** to see the status and resubmit

UC San Diego

Workflow Status (In Progress)

Form Submission - Proposer
Submitted for Approval | Proposer
✓ Karen Villavicencio - January 30, 2023 at 8:58 AM

Submitter Email
Notification Sent
✉ kvillavicencio@ucsd.edu - January 30, 2023 at 8:58 AM

CC Submitter Email
Notification Sent

View
Review ⬤ Status
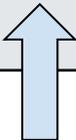
Switch View from "Status" to "Review" to edit your submission

Sent back By: Approval Review Request - GradDiv- Graduate Academic
Missing Signature on cover sheet

Co-Author Permission Letter Submission Form

Reason for sending back will display at the top of the application.

Upload Cover and Co-Author Letters *

* REQUIRED Field (*PDF format Only*)

test.pdf *(186.6 kB)*   Delete

Delete/replace or upload additional PDFs. Then click "Submit" at the top right corner of the application.

You will receive this confirmation email once your submission has been accepted.

UC San Diego

TO: Karen Villavicencio

Sociology

FROM: Division of Graduate Education and Postdoctoral Affairs

SUBJECT: Submission Approval, Permission for Published and/or Co-authored Material in the Thesis/Dissertation

This notification is to inform you that we have completed the review of your submission of published and/or co-authored material for your thesis/dissertation. A formal notification will follow to your Committee Chair to indicate that the Graduate Dean, acting on behalf of the Graduate Council, authorizes the incorporation of published and/or co-authored material in your thesis/dissertation as requested.

You are expected to carefully follow the complete instructions given in the Preparation and Submission Manual for Doctoral Dissertations and Master's Theses. Please note the following:

The citation for the published and/or co-authored material must be included in the "Acknowledgements" section of the preliminary pages and at the end of the chapter in which the material appears.

In addition, a ruling by the Graduate Council states that where multiple-authored papers are included as part of a thesis/dissertation, the candidate must include in the thesis/dissertation a statement indicating his/her role in producing the paper. This statement must appear in the "Acknowledgements" section of the preliminary pages and immediately following the reprint.

If you have any questions, please email gradacademic@ucsd.edu

Thank you.

This email was automatically generated.
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