

# GEPA Dissertation/Thesis Submission & Formatting

## General Questions

### Committee Questions

#### **How do I edit or submit my dissertation/thesis committee?**

Submit your committee member list to your department so they can submit that information to the GEPA office. New or reconstituted committees must be submitted to GEPA by your graduate coordinator and approved by GEPA prior to the defense (at least two weeks).

### Timeline Questions

#### **How much time generally after defending is needed to turn in and process all paperwork?**

Some students are able to finish within a day; some students take weeks. It is entirely different for each student.

#### **If an employer requires proof that my degree has been acquired, can GEPA provide a document to support this?**

Once all submission and degree requirements have been met, you will receive a congratulatory dean's letter which is typically sufficient for employment purposes. Your degree will appear on your transcripts/academic history after the end of the term.

#### **What is the deadline for completing paperwork after the defense?**

The deadline to complete all paperwork in Step 3 in the File for Degree Form is the 11<sup>th</sup> Friday of the quarter or the last Friday of Summer Session II as listed in "Quarter ends/Undergraduate and graduate diplomas for this term will be issued with this date" on the Enrollment and Registration calendar

<https://blink.ucsd.edu/instructors/courses/enrollment/calendars/index.html>

#### **What is the deadline for Summer Session I and Special Summer Session?**

There is one deadline for the entire Summer quarter, which is the date the Summer Session II ends. Defending after this date (even if it is during Special Summer Session) results in a Fall degree. <https://blink.ucsd.edu/instructors/courses/enrollment/calendars/index.html>

#### **If I can't turn in all paperwork before the filing deadline, am I able to file the next quarter? Do I have to be enrolled?**

Yes you can file and graduate in the next quarter. You would EITHER need to enroll classes that quarter or pay the Filing Fee in lieu of enrollment.

## Degree Filing/Paperwork Questions

### **What is the benefit of a formatting pre-check? Do I need a formatting pre-check?**

Some students want a pre-review of their formatting to ensure they are on the right track. Formatting pre-checks are entirely optional and may be skipped.

### **How long does GEPA take to review documents at Step 1 or Step 3?**

Our office strives to complete all reviews within 2 weeks of receiving the submission. Many times, we are able to review submissions quickly and we are always aware of campus deadlines. We do ask that students plan accordingly.

### **Is there a time limit between oral defense & dissertation/thesis and filing for graduation?**

No time limit. However, we always recommend completing your paperwork sooner rather than later.

## Dissertation/Thesis Publishing Questions

### **Is there a reason to choose open access publishing with ProQuest if eScholarship is open access?**

It is an optional feature to enable if readers try to access your paper through ProQuest.

### **Since eScholarship is open access, does this mean someone outside the UC system can find my dissertation/thesis and access the information without any paywalls?**

Yes.

### **Can I put an embargo on my dissertation/thesis?**

The maximum embargo period is 2 years for most departments, which can be extended prior to expiration.

### **Do AI companies like OpenAI have access to ProQuest dissertation/thesis content?**

No. Clarivate (ProQuest's parent company) does not use dissertations or theses to directly or indirectly train LLMs. [https://support.proquest.com/s/article/Clarivate-s-AI-Policy-Dissertations-Theses?language=en\\_US](https://support.proquest.com/s/article/Clarivate-s-AI-Policy-Dissertations-Theses?language=en_US)

## **Do I have to order dissertation/thesis copies through ProQuest? Can I print my dissertation/thesis on my own?**

You can order through ProQuest or, you can print your dissertation/thesis with an outside company/service. ProQuest pricing is here:

<https://www.etdadmin.com/main/resources?siteId=66#sectionprintedcopies>

## **Dissertation/Thesis Formatting Questions**

### **I have a “staple” dissertation, are there additional requirements?**

That is a terminology used by your department/field. For all formatting purposes each article would be a “chapter” by GEPA standards.

### **Is there any assistance or support available for formatting?**

Students are expected to format their own dissertations/theses. Aside from the formatting manual, there are also templates on the GEPA website. There are official templates for Word and an unofficial template for LaTeX/Overleaf. GEPA does not provide technical assistance. <https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-template.html>

### **Are there page limits or chapter minimums?**

The only limit is the word limit for the Abstract (250 for thesis/350 for dissertation).

## **Co-author Permission Letter Questions**

### **Is there a template?**

The GEPA website has a template that includes both the co-author cover letter and co-author permission letter. <https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-template.html>

### **Do I need to collect a co-author permission letter from my committee chair?**

They only need to sign the co-author cover letter.

### **If a chapter of the dissertation is published with a journal, do we need permission from the journal to include it in our dissertation in ProQuest?**

It depends. Some journals require permission and others don't. When you view the paper online, there is usually a section titled “Rights and Permissions”. That section would confirm if permission from the journal is needed.

**Can the signature be a physical signature (i.e. signed in pen then scanned), a digital signature, or a scanned image of the signature inserted into the PDF?**

All of those options are acceptable.

**All of the research in the chapter is done but the material might be combined with other research in the future. Do I need signatures from those future collaborators?**

You will need to collect signatures from all co-authors at this time. We understand that co-authorship may change over time. At the time you submit your dissertation, anyone who could be considered a co-author should sign a permission letter.

**Do I need co-author permission letters?**

If any portion of your document is co-authored, regardless of publication status or who the coauthors are, then you will need to collect permission letters.