

Final Steps for Spring 2019 Dissertation Defense and Degree

Task	Deadlines									
	January 7	February 4	February 5	February 7	February 11	March 25	April 8	April 22	Upon CGU approval	After meeting w/Rita
Draft of dissertation due to co-chairs										
Register in ED 499 (CGU)										
Register in 6 units of ED 899 (SDSU)										
Apply for graduation (SDSU)										
Final rough draft of dissertation due to entire committee										
Submit "Intent to Receive a Degree" form (CGU)										
Last day to contact JDP office to schedule your defense										
Last day to hold your defense										
Last day to file final dissertation to CGU via ProQuest										
Schedule a meeting with Rita Baumann (SDSU)										
Go to Montezuma Publishing (SDSU)										
Submit PDF copy of dissertation to JDP office (SDSU)										

SDSU adheres to CGU deadlines. As long as you have submitted your final dissertation to CGU by **April 22**, you will be eligible for Spring 2019 graduation!

What to bring to your dissertation defense:	What to do after your defense:	What to bring to your appointment with Doctoral Coordinator:	What to bring with you to Montezuma Publishing:
<ol style="list-style-type: none"> PowerPoint presentation on a flash drive (backup) Copies of presentation for committee members (optional) Laptop, charger, HDMI/VGA adapter, wireless clicker (if you want to use your own devices) Confidence! (You're ready.) 	<ol style="list-style-type: none"> Make any edits/revisions suggested by your committee. Review the Dissertation Procedures at https://mycampus.cgu.edu/web/registrar/dissertation-thesis/dissertation-dissertation-proposal-&-advancement-to-candidacy Submit final dissertation to ProQuest by April 22. CGU Assistant Registrar Sarah Jacques-Ross will review for formatting, notify of you any necessary edits, and will contact Rita Baumann when your dissertation has been approved. Optional: If you are planning on having your dissertation embargoed, submit the request prior to your meeting with Rita. See page 101 in the dissertation manual for the procedures. 	<ol style="list-style-type: none"> A copy of the title page and the Approval of the Review Committee page (page 14 in dissertation manual) An extra copy of the Approval of the Review Committee page for Montezuma Publishing Proof that your dissertation was accepted at Claremont (an email from Sarah Jacques-Ross at CGU) A copy of the Certificate of Completion from the Survey of Earned Doctorate (available at https://sed.norc.org/doctorate; the certificate of completion is at the end) <p>Graduate & Research Affairs 619-594-5213 gra@sdsu.edu</p>	<ol style="list-style-type: none"> Clearance Sheet from Rita verifying that you are registered in ED 899 for the fall term Extra copy of the Approval of the Review Committee page Signed Rights to Thesis/Dissertation Data and Publication Authorship addendum Your dissertation, either on a flash drive or you can submit electronically Payment to have dissertation processed to ProQuest (\$48.49) <p>Montezuma Publishing 619-594-7551 or thesis@montezumapublishing.com</p>