

Ph.D.* Dissertation Publication Steps

*EdD students: follow the [EdD Dissertation Publication Steps](#). DPT and Audiology students: consult with your program director.

1. Graduation is not automatic. **You must apply for graduation through my.sdsu.edu**. The application deadline is the SDSU add/drop date of the term you are applying. (Both spring and summer graduation are the same spring add/drop date.) Please see the [SDSU Academic Calendar](#) for specific dates. Match your SDSU graduation semester with the partner campus semester schedule, and verify with your program director. Both universities must approve a “Spring”, “Summer” or “Fall” degree, and the partner campus takes precedence. Please read and follow the graduation application instructions completely.
2. For Ph.D. students, 899 registration is required at SDSU in the semester that you submit the dissertation to the partner campus. The minimum 899 unit requirements vary among programs (consult with your director).
3. Follow your partner campus dissertation defense deadlines, formatting requirements, and submission procedures. Here are links to the partner campus graduate division and academic calendar web sites:

Partner Campus Graduate Division	Partner Campus Academic Calendar
<ul style="list-style-type: none"> ● Claremont Graduate University ● UC Davis ● UC Irvine ● UC Riverside ● UC San Diego ● UC Santa Barbara ● San Diego State University 	<ul style="list-style-type: none"> ● CGU Academic Calendar ● UCD Academic Calendar ● UCI Academic Calendar ● UCR Academic Calendar ● UCSD Academic Calendar ● UCSB Academic Calendar ● SDSU Academic Calendar

4. After publication at the partner campus, complete the [SDSU Doctoral Dissertation Submission Form](#). As of May 2020, all official SDSU communications ***must use official SDSU emails***. The form requires being logged into your SDSU email account.
5. Within five business days of submitting the form, the doctoral program specialist <doctoralprograms@sdsu.edu> in the College of Graduate Studies (CGS) will evaluate your academic record and submitted documents then will send the dissertation and associated documents to [Montezuma Publishing](#) (MP). An email will be sent to you, your doctoral program director, doctoral program coordinator, and MP informing everyone that your documents have been approved and moved forward.
6. Respond to MP’s request to process payment for publication. MP will inform CGS once you have successfully published. Dissertation publication is a degree requirement and the dissertation is not “published” until final payment is made.

7. At the end of the semester, your SDSU graduation will be coordinated by the CGS doctoral program specialist after a final evaluation. This can take up to *six weeks* after the last day of the semester.
8. You will be mailed one diploma by the partner campus. You can request unofficial SDSU transcripts through my.sdsu.edu and official SDSU transcripts at the [Registrar's page](#). You can request official partner campus transcripts through their Registrar's office.
9. Commencement takes place each May for students who graduated in the fall or will graduate in spring or summer following the commencement. For more information about commencement please see the [Commencement page](#).

Congratulations on earning your Ph.D.! For further information please see the [CGS Graduation Information page](#). If you have any questions, please contact your [doctoral program director](#), doctoral program coordinator, and the doctoral program specialist <doctoralprograms@sdsu.edu>.