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Sent: Wednesday, November 18, 2020 2:25 PM
To: chrgradv@ucsd.edu; gradcoords-l@ucsd.edu
Cc: Hullings, Lori
Subject: [Gradcoords-l] Graduate Council: Combining Academic Forms
Attachments: MSFinalReport_PlanI.pdf; DoctFinalReport.pdf; MFAFinalReport.pdf; EDDFinalReport.pdf; GeneralIMS.pdf

November 18, 2020

TO: DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE COORDINATORS

FR: JAMES ANTONY, Dean
Graduate Division

SUBJ: Combining Academic Forms

The Graduate Council has approved a request to combine into a single form the master's and doctoral final report forms, the thesis and dissertation signature page, and as applicable, the General Petition. *Of Note: at this time, this does not include forms pertaining to the joint doctoral programs with San Diego State. We are working with our colleagues at State to also implement this format.*

As a reminder, this issue was introduced at this year's annual Graduate Coordinator's Meeting. The final report form has been modified to include the faculty decision on the publication of the thesis or dissertation (replacing the thesis/dissertation signature page), and to indicate any necessary fee payment (replacing the General Petition). Currently, the graduate coordinators initiate the final report forms, students implement (or create and route) their own signature page, and coordinators use the General Petition when students need to pay the various fees (filing/readmit/other fee) that may be charged at their final stage of degree completion. By combining the three forms, the coordinators can now manage the entire process using one form. The faculty members, in turn, only sign one form to approve both the defense and the publication of the thesis or dissertation. In addition, rather than using the General Petition, this new form would be annotated if students are required to pay a fee. For your reference, please see attached, all of the new final report forms for both master's and doctoral degrees. These forms are located in DocuSign; instructions and links to the forms are on our [Collab website](#).

The Graduate Division website has been updated to reflect this new process. In addition, the [Dissertation and Thesis Manual](#) will be updated shortly. Mary Lillis Allen, Director of Academic

Affairs, is available to discuss the implementation of this new process. She may be reached by email, mallen@ucsd.edu. We would greatly appreciate it if you would please alert your faculty about this new process. Our advisers will inform your students when they schedule their preliminary appointments with our office.

UC San Diego

Graduate Division

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