

## Spring 2024 Degree Completion Deadlines for Ed.D. Students

Steps	Deadline
Last day to apply for May graduation. Your application is necessary for both issuing the degree and attending the commencement ceremony.	January 30, 2024 <sup>a</sup>
Last day to submit the <a href="#">Dissertation Submission Form</a> to the College of Graduate Studies (CGS) with your final formatted dissertation file <b>or</b> unformatted file to target a spring degree posting to your transcripts.	March 8, 2024
... please wait for CGS to confirm your graduation eligibility and submit your dissertation to Montezuma Publishing. You will be emailed confirmation.	
After submission confirmation: Last day to pay the Dissertation Review Fee (\$50) to Montezuma Publishing <b>or</b> to place a deposit with Montezuma Formatting to target a spring degree posting to your transcripts.  <b>Strict 3:45 PM deadline</b>	March 15, 2024 <sup>b</sup>
Last day to pay the Dissertation Publication Fee (\$45).  <b>Strict 3:45 PM deadline</b>	May 10, 2024 <sup>c</sup>
Last day to remove Incomplete and RP grades before they are finalized in the student transcripts.	May 16, 2024
Diploma Date	May 16, 2024 <sup>d</sup>
Last day to submit the <a href="#">Dissertation Submission Form</a> to CGS with your final formatted dissertation file <b>or</b> unformatted file and to avoid next semester 899 re-enrollment/paying additional tuition fees. Transcripts will not list a spring graduation date (depending on the time necessary for the formatting process, the graduation date may be listed as spring or later).	May 10, 2024 <sup>e</sup>

Deadline descriptions

- <sup>a</sup> You must apply for graduation through your [my.SDSU](#) account (**\$108 graduation application fee**), even if not attending the commencement ceremony. If you do not graduate, your application will automatically be re-applied each following semester with no additional fees due. If you have missed the graduation application deadline, please contact the College of Graduate Studies (CGS) at [gra@sdsu.edu](mailto:gra@sdsu.edu) or 619-594-5213.
- <sup>b</sup> After CGS transfers your dissertation to Montezuma Publishing or Montezuma Formatting, payment will be due. If you submit a formatted dissertation, the **\$50 review fee** must be paid by 3:45 PM on this day. Students who meet this deadline are likely to meet publication requirements for the current semester *if* formatting guidelines were followed closely. **This is a strict deadline.** Students who submit the dissertation and pay the review fee after this deadline might receive degrees in the current semester, but there is no guarantee. Additional fees are required if three or more formatting reviews are required by Montezuma Publishing. If you elect to hire Montezuma Formatting to format your dissertation, contact [Montezuma Formatting](#) for specific payment information.
- <sup>c</sup> Dissertation Publication Fee deadline: Dissertation formatting must be approved by Montezuma Publishing and the **\$45 publication and processing fee** must be paid before 3:45 PM on this day, or the degree cannot be issued until the following semester. **This is a strict deadline.** The processing fee covers ProQuest submission, electronic files, and SDSU Library abstract. Dissertation publication is a degree requirement, and the dissertation is not “published” until final payment is made.
- <sup>d</sup> Official SDSU transcripts showing that the degree was awarded can take up to 6 weeks after the diploma date. Diplomas are mailed 8-10 weeks after the diploma date. The diploma vendor will email your official SDSU email as listed in [my.SDSU](#). You must verify that the “mailing” address and your email address for the diploma is correct in your [my.SDSU](#) account.
- <sup>e</sup> With each passing day after the Dissertation Submission Form deadline, your degree is more likely to be issued in the following term. However, if you submit to CGS by the “avoid re-enrollment in 899” deadline, then you will not need to register for 899 again in the next term. See footnote <sup>b</sup> above regarding prompt payment. Payment of the Dissertation Review Fee will be requested by Montezuma Publishing in approx. 2 business days. Respond promptly.

Additional dissertation submission and graduation instructions

1. Please review the dissertation style and formatting requirements on the [Montezuma Publishing web page](#).
2. You must apply for graduation according to the deadline above. Graduation is not automatic! Verify that your [my.SDSU](#) "mailing" address is correct, and will remain active for at least 3 months after the graduation date.
3. Enroll in your program's 899 course in the term you will be submitting your dissertation.
4. After successfully defending your dissertation and obtaining committee approval, submit the dissertation packet through the [SDSU Doctoral Dissertation Submission Form](#). Students who meet this deadline are very likely to receive a degree in the current semester.
5. Within five business days of submitting the form, the doctoral program specialist <[doctoralprograms@sdsu.edu](mailto:doctoralprograms@sdsu.edu)> in the College of Graduate Studies (CGS) will evaluate your academic record and submitted documents, and 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. Monitor your SDSU email daily for a request from Montezuma Publishing to pay the dissertation review fee (or request from Montezuma Formatting to pay a formatting deposit). Respond promptly! Montezuma Publishing/Montezuma Formatting don't begin their review until you make this payment. Also respond promptly to all subsequent requests for formatting changes, and the final Dissertation Publication processing fee ([see footnotes above](#)).
7. If you meet the Dissertation Publication deadline ([see footnote <sup>b</sup>](#)), your graduation will be conferred by the doctoral program specialist after the official end of semester.
8. Official SDSU transcripts showing that the degree was awarded can take up to 6 weeks after the diploma date. Your diploma will be mailed by an external vendor approximately 8-10 weeks after the diploma date. If verification of a pending degree is needed sooner, you may request an official Letter of Completion through the [Graduate Studies "Forms" web page](#).
9. If you have any questions, please contact your [doctoral program director](#), doctoral program coordinator, and the doctoral program specialist <[doctoralprograms@sdsu.edu](mailto:doctoralprograms@sdsu.edu)>.