

Fall 2022 / Spring 2023 Graduation Deadlines for Ed.D. Students

Semester Diploma Date	Fall 2022 December 30, 2022**	Spring 2023 May 18, 2023**
Graduation applications available	May 6, 2022	TBD
Last day to apply for graduation!	September 2, 2022	January 31, 2023
Incomplete and RP grades must be removed	December 30, 2022	May 18, 2023
<i>Unformatted</i> document submission to Montezuma Publishing	Contact Montezuma Publishing for deadline	
Dissertation Submission Form to Graduate Studies deadline	October 25, 2022	March 20, 2023
Dissertation Review Fee (\$50) to Montezuma Publishing strict 3:45 PM deadline	October 28, 2022	March 24, 2023
Dissertation Publication Fee (\$45) strict 3:45 PM deadline	December 16, 2022	May 18, 2023
Dissertation Submission Form to Graduate Studies for a future degree <i>without</i> next semester 899 re-enrollment	December 16, 2022	May 12, 2023

1. You must apply for graduation according to the deadline above. Graduation is not automatic! Verify that your WebPortal “mailing” address for the diploma is correct.
2. Enroll in your program's 899 course.
3. 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.
4. Within five business days of submitting the form, Pat Walls <doctoralprograms@sdsu.edu> in Graduate Studies will evaluate your packet and transcripts, and then send the dissertation and associated documents to [Montezuma Publishing](#). Pat Walls will email you with confirmation.
5. Monitor your emails over the next week for a request from Montezuma Publishing to pay the dissertation review fee. Respond promptly! Formatting review by Montezuma Publishing doesn't begin until you make this payment. Also respond promptly to all subsequent requests for formatting changes, and the final Dissertation Publication processing fee ([see footnotes on next page](#)).

**College of
Graduate Studies**

6. If you meet the Dissertation Publication deadline ([see footnote ^b on next page](#)), your graduation will be coordinated by Pat Walls after the official end of semester (= the diploma date).
7. 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](#).
8. Email your doctoral program director (Dr. Park or Dr. Bracken) with questions, and cc: your program coordinator and Pat Walls <doctoralprograms@sdsu.edu>.

**** Diploma date and updated transcripts ****

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 on WebPortal. You must verify that the “mailing” address and your email address for the diploma is correct in your WebPortal account.

Applying for graduation

You must apply for graduation through your WebPortal account (**\$103 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. If you have missed the graduation application deadline, please contact Graduate Studies at gra@sdsu.edu or 619-594-5213.

Deadline descriptions

- ^a Dissertation Review Fee deadline: Submit the **\$50 review fee** to Montezuma Publishing by this date. Students who submit their dissertation by this day before 3:45PM are likely to meet their publication requirements for the current semester *if* formatting guidelines were followed closely. **This is a strict deadline.** Some students who submit the dissertation and pay the review fee after this deadline might receive degrees this 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 a freelance formatter or Montezuma Publishing to *format* your dissertation, then the unformatted document must be submitted even earlier. Contact Montezuma Publishing for information about their formatting services.
- ^b Dissertation Publication Fee deadline: Dissertation formatting must be approved by Montezuma Publishing and the **\$45 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.
- ^c Avoid re-enrollment in 899 deadline: Complete the dissertation submission form to Graduate Studies by this date to avoid 899 re-enrollment in the following semester. Payment of the Dissertation Review Fee will be requested by Montezuma Publishing in approx. 2 business days. Respond promptly.