



SAN DIEGO STATE
UNIVERSITY

College of Graduate Studies
San Diego State University
5500 Campanile Drive
San Diego CA 92182 - 8220
Phone: 619 - 594 - 5213
Fax: 619 - 594 - 0819

Spring / Summer 2022 Graduation Deadlines for Ed.D. Students

	Spring 2022 May 20 diploma date**	Summer 2022 Aug 17 diploma date**
Graduation applications available	July 1, 2021	July 1, 2021
Last day to apply for graduation!	February 1, 2022	February 1, 2022
Incomplete and RP grades must be removed	May 20, 2022	August 17, 2022
<i>Unformatted</i> document submission to Mont. Publishing	Contact Montezuma Publishing for deadline	
Dissertation Submission Form to Graduate Studies deadline	March 21, 2022	June 20, 2022
^a Dissertation Review Fee (\$50) to Montezuma Publishing strict 3:45 PM deadline	March 25, 2022	June 24, 2022
^b Dissertation Publication Fee (\$45) strict 3:45 PM deadline	May 13, 2022	August 12, 2022
^c Dissertation Submission Form to Graduate Studies for a future degree <i>without</i> next semester 899 re-enrollment	May 20, 2021	August 12, 2022

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 <pwalls2@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](#)).
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. Marshall or Dr. Bracken) with questions, and cc: your program coordinator and Pat Walls <pwalls2@sdsu.edu>.



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

Applying for graduation

You must apply for graduation through your WebPortal account (**\$100 graduation application fee**), even if not attending the commencement ceremony. If you do not graduate, your application will automatically re-evaluated 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.