



Graduate and Research Affairs
Division of Graduate Affairs
San Diego State University
5500 Campanile Drive
San Diego CA 92182 · 8220
Phone: 619 · 594 · 5213
Fax: 619 · 594 · 0819

Ph.D.* Dissertation Publication Process

* DPT and Audiology students: consult with program director.

EdD students: follow the [SDSU Doctoral Dissertation Submission Form](#) process, and deadlines on the Master's student graduation flyer.

1. 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).
2. Apply for graduation in WebPortal for the SDSU semester you will graduate in.
3. Follow your partner campus dissertation defense deadlines, formatting requirements, and submission procedures. Here are links to the partner campus web sites:
 - a. [Claremont Graduate University](#)
 - b. [UC Davis](#)
 - c. [UC Irvine](#)
 - d. [UC Riverside](#)
 - e. [UC San Diego](#)
 - f. [UC Santa Barbara](#)
4. After publication at the partner campus, complete the [SDSU Doctoral Dissertation Submission Form](#).
5. Within five business days, Pat Walls (pwalls2@sdsu.edu) in Graduate Studies will evaluate your academic record and dissertation packet then share your documents with [Montezuma Publishing](#).
6. Respond to Montezuma's request to process payment for publication. The dissertation is not "published" until payment is complete. Montezuma Publishing will inform Graduate Studies once you have successfully published.
7. Your graduation will be coordinated by Pat Walls after the partner campus, the SDSU Registrar, and Montezuma Publishing indicate that all graduation requirements are met and your academic record is clear.
8. You will be mailed one diploma by the partner campus and be able to obtain official transcripts from both campuses.
9. Congratulations on earning your Ph.D.!

If you have any questions, please contact your [doctoral program director](#), program coordinator, and Pat Walls (pwalls2@sdsu.edu).