

Ph.D.* Dissertation Publication Steps

- * EdD students: follow the [EdD Graduation Deadlines](#) flyer.
DPT and Audiology students: consult with your program director.
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1. Graduation is not automatic. **You must apply for graduation through your WebPortal account.** The application deadline is 4 months before end of term. (For summer graduation, the deadline is early February.) Match your SDSU graduation semester with the partner campus semester schedule, and verify with your program director. Both universities must approve a “Spring”, “Summer” or “Fall” degree, and the partner campus takes precedence.
2. 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).
3. Follow your partner campus dissertation defense deadlines, formatting requirements, and submission procedures. Here are links to the partner campus web sites:
 - [Claremont Graduate University](#)
 - [UC Davis](#)
 - [UC Irvine](#)
 - [UC Riverside](#)
 - [UC San Diego](#)
 - [UC Santa Barbara](#)
4. After publication at the partner campus, complete the [SDSU Doctoral Dissertation Submission Form](#).
5. 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.
6. Respond to Montezuma’s request to process payment for publication. Montezuma Publishing will inform Graduate Studies once you have successfully published. Dissertation publication is a degree requirement and the dissertation is not “published” until final payment is made.
7. At the end of the semester, your graduation will be coordinated by Pat Walls after a final evaluation. You will be mailed one diploma (requested by the partner campus), and be able to obtain official transcripts from both campuses. Official SDSU transcripts showing that the degree was awarded can take up to 6 weeks after the last day of the semester.

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>.