

## Dissertation Filing Checklist

### Math Department

Students should begin reviewing this checklist no later than the start of the semester in which they intend to file. Please consult with your GSAO if you have any questions.

- **Review Graduate Division dissertation filing protocol (beginning of term):** Review the guidelines [here](#). Please read through carefully.
- **Check Dissertation Committee on CalCentral (beginning of term):** Ensure that all members listed are correct and show as “active”. If you have a committee member outside of the university, double-check that their email address is correct as well, as the final signature eForm will be routed to this email address for their approval. If your committee is not up to date, you can change it at any time by going to CalCentral > My Dashboard > Submit a Form > Higher Degrees Committee eForm > Committee type “Doctoral”.
- **Update EGT to current term (beginning of term):** Expected Graduation Term (EGT) must be set to the term in which you plan to graduate in order for you to be added to the campus degree list. Students can update their EGT by going to CalCentral > My Dashboard > Submit a Form > Change of Expected Graduation Term Request.
- **Check Academic Progress Review for incomplete milestones (beginning of term):** The Academic Progress Review (APR) shows all milestones required to complete a degree. Be sure to check your APR to ensure that only the dissertation filing milestone is incomplete. If any other milestones show as incomplete, please contact your GSAO. You can view your APR at CalCentral > My Academics > Degree Progress > View Academic Progress Report.
- **Inform your committee members of your intent to file (beginning of term):** Check in with all of your committee members (not just your advisor!) and make sure they are aware of your planned timeline to completion. Ensure that all members will be available to read and approve your thesis by the filing date.
- **Submit [Departmental Intent to Graduate Form](#) (by departmental deadline):** Advising staff will send prior to deadline each semester, generally in February and October for spring and fall respectively, but you are welcome to submit as soon as the semester in which you intend to graduate begins.
- **Submit Research Presentation Form to GSAO (at least three weeks prior to filing):** Students must give a research presentation, at least 50 minutes in duration, after advancement to candidacy and during a seminar offered by the Math Department; research presentations held at MSRI or LBNL are also acceptable. After your presentation, please contact your GSAO for a copy of the form, to be signed by the faculty in whose seminar you presented, and then returned via email to the GSAO once completed.
- **Submit permissions for any previously published or co-authored material (at least three weeks prior to filing):** Please review Graduate Division guidelines on previously published or co-authored material [here](#). Note that this process is governed by Graduate Division, not the department, so all questions should be directed to [degrees@berkeley.edu](mailto:degrees@berkeley.edu). Once assembled, permissions should be submitted to [degreesscans@berkeley.edu](mailto:degreesscans@berkeley.edu).
- **Review CalCentral incomplete tasks and complete any outstanding forms or surveys (at least three weeks prior to filing):** A list of incomplete tasks can be found on your CalCentral dashboard.
- **Submit your final thesis to ProQuest (by the [semester filing deadline](#)):** Upload a PDF of your dissertation to ProQuest as outlined in the procedure for filing your dissertation on Graduate Division's [website](#). You must review guidelines for submission carefully! Graduate Division has very specific formatting guidelines. You cannot make edits to your dissertation after it has been accepted.
- **Submit the Final Signature eForm (by the semester filing deadline):** The final signature page is now an eForm accessible via CalCentral. If your EGT is correct, the eForm will show as an incomplete task on your dashboard. Inform your committee prior to submitting the form for their approval so that they can look out for the email notification. Make sure to follow up with all committee members before the filing deadline to ensure that everyone has signed. You will also use this form to select an embargo period for your manuscript, if applicable.
- **Complete the AMS Survey of Doctoral Recipients (by semester filing deadline):** The GSAO will send the updated survey each spring once it is available. The form is to be completed and returned to the GSAO via email.