

SUMMER FILING PRE-CHECK

To receive a **SUMMER DEGREE CONFERRAL** using **Spring Registration or Filing Leave**, the deadline to file is **September 11**.

To receive a **FALL DEGREE CONFERRAL** using **Spring/ Summer Registration or Filing Leave**, the deadline to file is **September 25**.

What You Need to Know

If you have any questions about filing and want us to check the formatting of your thesis/dissertation, please email a copy of your thesis/dissertation draft to academics@graddiv.ucsb.edu. If you have questions, please list them out on the email.

Our advisors may take 2-3 days to return your email and provide feedback on your formatting. If you would like to speak to one of our academic advisors, please provide your phone number and what day/time is best to call you.

Frequently Asked Questions

Do I need to do a pre-check?

Not necessarily. Many of your questions can be answered by reading through the following guides and policies:

[Guide to Formatting](#)
[Downloadable Templates](#)
[Filing Checklist](#)
[All Filing Related Matters](#)

What if I am completing a final project/ exam?

Please be sure that projects and exams are completed by the filing deadline you are trying to meet:

- **June 16** for a spring degree conferral
- **September 11** for a summer degree conferral
- **September 25** for a fall degree conferral using spring or summer registration or filing leave status

Finals projects need to be completed by these dates.

If a final project is tied to a class, we will need the grades to be uploaded by the instructor by the grade submission deadline.

What if I'm filing earlier than the deadline?

If you are registered this quarter, we will need your final grades before we can award your degree —*this applies to any units you are enrolled in regardless of the grading- letter, p/np or s/u.*

The system has no way of knowing that you have completed your final project/ exam/thesis dissertation until your degree has been finalized by the Registrar's Office.

You may see a charge on your BARC for the next quarter as the system does its scheduled fee assessments.

There are two actions you can take:

- 1) [Log into GOLD*](#) and go to *Progress* and *Initiate New Petition* to cancel the quarter
- 2) Wait until the third week of the following quarter for fees to be reversed. **DO NOT** pay the fees if you do not have plans to be registered in the subsequent quarter.

**International Students won't be able to cancel on GOLD and will have to submit a Cancellation of Registration form to the Registrar's.*

How long after filing will I get a confirmation for my degree conferral?

A large amount of degree and petition processing occurs during the summer, because of this, processing time approximates to about 3-5 weeks.

If you have an employer or an institution who has hired you and is requesting verification by a certain date, please note that the fastest we can process rush requests are within 7 business days.

Please communicate with us and plan accordingly so that we can help you with your needs.

For more information

Email [Academic Services](#) or visit the [Filing Your Thesis, Dissertation, or DMA Supporting Document section](#) of the Graduate Division website.