

March 18, 2020

TO: DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE COORDINATORS

CC: DIVISIONAL DEANS
ASSISTANT DEANS
PROGRAM MSOs

FR: JAMES ANTONY, Dean
Graduate Division

SUBJ: Update: Submitting Graduate Division Paperwork

Thank you for your continued patience as things rapidly shift due to the current exceptional circumstances related to COVID-19. We are writing to update you on how we will deal with all the Graduate Division paperwork you are typically used to submitting.

As a temporary solution (until we can engineer a more sophisticated approach that uses DocuSign) we have created fillable PDFs for the following paperwork, which can be downloaded here: <https://collab.ucsd.edu/display/GDCP/Graduate+Academic+Affairs>:

- Final Reports of Graduate Degrees (you will see all the forms pertaining to the various degrees)
- Report of the Qualifying Examination and Advancement to Candidacy for the Doctoral Degree
- Application for Candidacy for the Thesis or Comprehensive Examination (PLAN I OR II) for the Degree of Master of Arts or Master of Science
- General Petition

Graduate Coordinator Instructions

1. Download the specific PDF you need at:
[\[https://collab.ucsd.edu/display/GDCP/Graduate+Academic+Affairs\]](https://collab.ucsd.edu/display/GDCP/Graduate+Academic+Affairs).
2. Fill out the form with the necessary information you would typically provide with the exception of obtaining faculty signatures at this time. Please title the form with the student's name and PID.
3. Transmit the completed form via email (with copy to the student's faculty advisor and committee members--if applicable--and the department chair/program director) to Mary Allen (mallen@ucsd.edu);
 - a. For final reports of thesis/dissertation approval the email should also include the following language (in lieu of faculty signatures): "The committee confirms that the thesis/dissertation of [insert Student Name] is approved for publication."

Other Notes:

- Instead of sending UAchieve/DARS forms via postal mail, you may now send these as email attachments to the appropriate Academic Affairs Adviser, with a copy to the faculty advisor and the department chair/program director.
- For JDPs, we are working with our CSU partners to ensure that their forms can be electronically submitted. We will contact UC San Diego JDP coordinators with more information.
- For students who will need to pay fees (advancement to candidacy, thesis submission fee, filing fee, re-admit fee), they will be charged the appropriate fees on their student financial TritonLink account at a later date. There is no need for students to go to the cashier's office.
- Students should continue to schedule their preliminary and final appointments with Graduate Division Academic Affairs Advisers the way they have always done so, by utilizing the online calendaring system we have in place:
<https://gradforms.ucsd.edu/calendar/index.php>. Advisers will be conducting all student meetings remotely.

Feel free to pass along this email to your faculty. As always, let us know if you have any questions. And, thanks for your continued collaboration.

Sincerely,

James Antony
Dean, Graduate Division