

University of California, San Francisco  
School of Nursing  
Office of Student Affairs – OSA (N319)

**Checklist for Students Completing the Doctoral Program (2017)**

- Complete the **Commencement Participation Form**. Please note: you will receive a separate email from Michael McLaughlin with further instructions on how to complete this form.
- Remove all **“I” (incomplete) grades**.  
Note: you may not graduate with an “I” grade on your transcript.
- Consider applying for **Filing Fee status** in your **final** quarter.  
Students who have completed all requirements for the degree except defending and/or filing the dissertation may apply. Students opting for filing fee status pay a \$165 fee. Please note that you will not be covered by Student Health or eligible to use University facilities such as the Millberry Fitness & Recreation Center. You **are** eligible to use the library. You can download the application form from this link:  
<https://graduate.ucsf.edu/sites/graduate.ucsf.edu/files/wysiwyg/filing-fee-applic-instruc-2017d.pdf>
- Diploma and transcript** from the Registrar’s Office.  
If you wish to receive your diploma through the mail, you **MUST** complete a diploma request form through the Registrar’s Office [Diploma Mailing Form](#). If you wish to pick it up in person, you do not need to complete the diploma request form. Diplomas are available eight to 12 weeks after graduation at Millberry Union, 200W.  
  
If you wish to obtain a transcript with your final grades and your degree posted on it, you should submit a transcript request [Transcript Request Form](#).
- Repay any outstanding School of Nursing loans and complete a financial aid exit counseling session**.  
If you have any outstanding emergency loans, you must repay them right away.  
  
If you have received a student loan through the Financial Aid Office (e.g., Direct Stafford, Graduate Plus), including the Nurse Faculty Loan, you are required to complete *exit counseling* prior to graduation. For information on managing your loans, please visit <https://finaid.ucsf.edu/financial-literacy/debt-management>
- After you have successfully defended your dissertation, you will need to **submit two (2) copies of the abstract and one (1) copy of the final approved signature/cover page of the dissertation** to the Doctoral Program Coordinator, Michael McLaughlin (OSA), before submitting them to the Graduate Division.
- Complete the Post-Dissertation Program Evaluation Questionnaire**, which will be sent to you by Michael McLaughlin and Teresa Scherzer. .
- Plan a program **exit interview (optional)** with the Evaluator of Academic Programs at the time you file your dissertation. Contact Teresa Scherzer: [Teresa.Scherzer@ucsf.edu](mailto:Teresa.Scherzer@ucsf.edu) for an appointment.

- You may be interested in **submitting your doctoral dissertation abstract** for posting online with the Virginia Henderson International Nursing Library, Sigma Theta Tau International. Refer to [www.nursinglibrary.org](http://www.nursinglibrary.org). If you have any questions, please contact Kimberly Thompson, Archival Collection and Library Services Coordinator, via email at [Kimberly@stti.iupui.edu](mailto:Kimberly@stti.iupui.edu) or call at 888.634.7575

***NOTE: In order to be eligible to participate in the Friday, June 1<sup>st</sup> graduation ceremony, you must have submitted and have had approved a first complete draft of your dissertation including a results section by the end of the first week of Spring quarter, which is Friday, April 9, 2018. Assessment of your readiness to participate in the ceremony is to be made jointly by you and your committee.***