Doctoral Student Process

1. Department creates student in S3 or adds doctoral degree to existing student

2. Doctoral student completes all degree requirements except for thesis/dissertation

3. Student submits All But Dissertation Agreement to URO and declares ABD status either as in residence or in absentia.

3a. Program Code changed to ABD/ABP/ABV (depending on location)

3b. Program Code changed to ABS

4a. Student ready to defend. Department submits All But Dissertation Status Change form to URO (by semester Add Deadline)
   - Optional: Student decides to switch to in absentia, submits All But Dissertation Status Change form to URO

4b. Student ready to defend.
   - Department submits All But Dissertation Status Change form to URO (by semester Add Deadline)
   - Program Code changed ABF (In Residence) or ABC (Completing In Absentia)
   - Department registers student for final semester course, for appropriate number of units (36 or 5).

   ABF: In Residence
   - Enrollment status: E1
   - Tuition: Normal rate
   - Fees: Tech only
   - Units: 36 (financially supported) or 5 (not supported)
   - Health insurance required

   ABC: Completing In Absentia
   - Enrollment status: E1
   - Tuition: None
   - Fees: $5,000 Thesis registration fee only
   - Units: 5
   - Health insurance not required
   - Not financially supported
   - Student will defend thesis without returning to campus (e.g., via videoconference)

Form should be submitted by semester Add Deadline

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1. Doctoral Student is Admitted

2. Time to Complete window starts (10 years from doctoral matriculation)

3. Tuition: normal rate
   - Enrollment Status: E1
   - Fees: Tech/Transportation/Activities

4. Student is registered for minimum full-time course load each semester.

4a. Optional: Student decides to switch to in absentia, submits All But Dissertation Status Change form to URO

4b. Student registered either full-time or part-time. Must be registered for at least minimum part-time course load.

   Note: Doctoral students must be registered full-time for at least one academic year.

   Tuition: normal rate
   - Enrollment Status: E1
   - Fees: Tech/Transportation/Activities

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* For summer semesters, students assigned program code GRR/IDR and are not assessed tuition or fees.

† Activities fee only if registered for more than 18 units.
If close to certification deadline and likely that student will not finish in time, department registers student for upcoming semester (and drops current semester courses for in absentia students).

Department submits Doctoral Student Final Semester form to URO.

URO processes form, adds course 01-999 Dissertation Complete (0 units) to student’s schedule.

Student Accounts adjusts tuition if necessary, based on degree completion date. Fees are not adjusted.

Tuition not adjusted after 50% deadline or during summer. Tuition adjustment not applicable to students registered for less than 36 units. Fees are not adjusted.

PhD Certification deadlines:

May: Day before Commencement

August: Friday before Fall classes begin

December: Friday before Spring classes begin

Tuition Adjustment deadlines:

100%: Sep. 30 (Fall) or Feb. 28 (Spring)

50%: Oct. 31 (Fall) or Mar. 31 (Spring)

DONE!