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Completing a Graduate Degree at Pacific

The following section summarizes the procedure for completing a graduate degree at the University of the Pacific. Specific deadline dates for the steps exist for each semester and are published in the Graduate Academic Calendar, which is available from the Office of the Registrar or the Office of Research and Graduate Studies website. Failure to meet these deadlines, and other academic requirements, can delay graduation until a later semester, which would require that the student re-initiate the graduation process. Although these guidelines refer to University-wide requirements, students must be aware that individual departments may have alternative deadlines, many of them earlier. It is the responsibility of the student to be aware of the relevant deadlines that apply to the degree program in which they are enrolled.
Before Starting the Graduation Process

Formalize Degree Requirements

As early as possible in your graduate degree program, work with your Advisor, Graduate Program Director, or other appropriate individual in your department to establish a list of degree requirements. Ideally, this should be completed within your first or second semester. The requirements will include a list of courses you need to take, the sequence in which the courses will be completed, written/oral examinations, professional certifications, etc. These requirements will be entered into the CAPP (Curriculum, Advising, and Program Planning) Degree Evaluation system, and can be accessed through InsidePacific. If the Program/Department does not utilize the CAPP Degree Evaluation system, a paper form of your plan of study needs to be submitted to the Office of the Registrar. See Summary of Steps to complete a Graduate Degree.

Correcting/Updating Program, Degree and/or Advisor

If, during the course of a student’s graduate program, they wish to make certain changes to their program of study, a Change of Program form should be completed. The changes that would require this form are:

- Additional Degree/Certificate, Major, Minor
- Deletion of Degree/Certificate, Major, Minor
- Change of Adviser
- Change to Later Catalog Year

The student and their Department Chair/Dean should sign the form, and send the form to the Office of the Registrar.

Transfer Coursework from Other Institutions

Occasionally graduate students will take courses at other institutions that can fulfill the requirements of their graduate program. In order to transfer in those course credits to Pacific, a Request to Transfer Coursework Done in Other Institutions form should be completed.

The following restrictions apply to transferring credits:

1. Only 6 units or less can be transferred.
2. Only graduate-level courses completed in regular, non-extension formats qualify.
3. Only courses that qualify for graduate credit by the institution can be transferred.
4. Only courses in which a grade of B- or better can be transferred. Some graduate programs may have higher standards – please check with your advisor.

The form should be signed by the student, their advisor, and the Department Chair or Graduate Director. The Request to Transfer Coursework Done in Other Institutions form is then forwarded to the Office of the Registrar. Acceptance of transfer credits is not guaranteed.
Option to Walk in Commencement if Official Graduation Date is the Fall Semester Prior or Summer Session Following Commencement

Master’s degree students who are near completion of degree requirements can participate in the May commencement exercises under specific conditions. All of the following four conditions must be met before the Registrar can approve the petition.

- A completed Petition to Participate in Graduation Ceremonies form has been filed in the Office of the Registrar by the spring semester deadline for filing the Application for Graduation form. This petition must be signed by the student’s Advisor and Academic Dean (or Graduate Program Director if appropriate).
- All degree requirements will be met before the end of the summer session of the same year.
  An approved plan of study and/or CAPP Degree Evaluation that specifies all degree requirements will be completed in time and must be on file in the Office of the Registrar before the spring semester deadline for filing the Application for Graduation form.
- The master’s degree Oral/Written examination and the thesis defense (where applicable), will be successfully completed by the summer semester deadline for Written/Oral Exam — Thesis/Dissertation Defense.
- The student is in good academic standing.

Students graduating in the fall will be able to walk in the following spring’s commencement ceremony. For example, a student graduating December 2016 may walk May 2017. However, on a case-by-case basis, special consideration is given for international students who complete degree requirements in the fall semester to walk in the spring commencement before they finish their degree requirements. Approved CAPP Evaluations must be on file by the spring semester deadline and the student must state they are unable to return to campus to participate in ceremonies in the spring following degree completion.

Doctoral degree students are ineligible to participate in graduation ceremonies until all degree requirements are met that includes all coursework, the final dissertation has been approved by the Office of Graduate Studies and all final paperwork has been submitted.
Before starting a Thesis/Dissertation

Finding a Committee
It is recommended that the student first select a chair for his/her research. After that faculty member agrees to chair, the student, in consultation with the chair, is responsible for contacting potential members of the committee, inviting members to serve.

The Thesis or Dissertation Committee is composed of a Chair and a minimum of 1 (thesis) or 2 (dissertation) other committee members. The number of committee members depends on the degree objective. All members of the committee must hold degrees equivalent to the degree being sought or have demonstrated expertise. The committee member(s) may be selected from within the student’s school or college, from another school or college, or from another institution or organization with recognized expertise in the field or industry.

Review the Thesis and Dissertation Format Guide
The Thesis and Dissertation Format Guide outlines the formatting requirements of the Office of Research and Graduate Studies. This guide is updated periodically to reflect the new formatting requirements. The most current version of the guide is available on the Office of Research and Graduate Studies website.

Using Human Subjects for Research
The use of human subjects in scholarly work imposes both ethical and legal responsibilities upon the institution, the faculty advisor, and the student researcher. Under no circumstances should data collection begin without approval from the Institutional Review Board (IRB). The IRB approval is a legal document that ensures that human subjects are ethically treated.

Students should consult with their Advisor to properly complete the Human Subjects Activity Review Form, Informed Consent forms, and other required documents. Depending on the type of research, projects undergo a full board review, an expedited review, or an exempt review. All survey research must be submitted to the IRB.

The IRB Manual and Forms are available online at: http://www.pacific.edu/Academics/Research-and-Scholarship/Office-of-Sponsored-Programs/Human-Subjects.html

When research plans are finalized, and before the research is initiated, students should work with their Advisor to complete the IRB application and submit it, with a copy of the thesis or dissertation methods section, to the IRB Administrator.

The IRB Administrator will review the proposal and inform the student if their application is complete. Once those issues are satisfactorily resolved, the Administrator will send it to the IRB for review. For Exempt or Expedited research, the reviewers will communicate through the Administrator as to whether they require additional changes before approval can be given. For Full review projects, the student and Advisor will be invited to attend the next scheduled IRB meeting to review the proposal with the Committee.
**Approximate IRB Review Timeline:**
- Full Review – 4+ weeks
- Expedited Review – 3-4 weeks
- Exempt Review – 1-3 weeks

Once any required revisions are made, and final approval has been secured, the research can proceed. The approval letter issued by the IRB Administrator via email should be included as an appendix in the thesis or dissertation.

Projects are approved for up to one calendar year, and will be assigned an expiration date. For students, if they graduate before the expiration date, their approval ends on the date of their graduation. Before graduation, or one month before the expiration date (whichever comes sooner) the student should file a Continuing Review/Final Report Form with the IRB Administrator.

**Summary of Institutional Review Board (IRB) Approval.** If research will involve human subjects or will involve the use of data previously collected from human subjects, no matter the level of risk, IRB approval is necessary. This includes surveys, questionnaires, interviews, focus groups, experiments, etc.

**Steps to obtain IRB approval:**
2. Complete the Human Subjects Activity Review Form found on the Human Subjects webpage
3. Determine review category
   i. Refer to page 22 of the IRB Manual
4. Review and signature by Faculty Supervisor
5. Review and approval by Department (Unit Review)
   i. Must be a department Chair, Dean, or IRB member and cannot be the Faculty Supervisor
6. Submit application to the IRB Administrator (see application for instructions)
7. Review and Approval by IRB
   i. Exempt review – approximately 1-3 weeks before approval
   ii. Expedited review – approximately 3-4 weeks before approval
   iii. Full Review – approximately 4+ weeks before approval
8. Receive IRB Approval letter via email from IRB Administrator
9. Begin research

It is important to note that subject recruitment and research cannot begin until IRB approval is obtained. If there are questions or need for clarification, the investigator is encouraged to consult with the IRB Administrator in the Research and Graduate Studies Office, 209-946-7716.

This page is meant to be informational only and not a complete description of the IRB review process. Complete guidelines and application materials are on the University of the Pacific Human Subjects webpage.
Continuous Registration

All graduate students in graduate degree or credential programs must satisfy the Continuous Registration Policy for each term from the time of admission until all degree requirements are met. This includes students who are completing preliminary or final examinations, or presenting terminal projects; and applies to students regardless of location.

Continuous registration is primarily intended for students who have completed all of their required coursework, and are working on their Thesis or Dissertation, or completing other post-coursework requirements. The Continuous Registration Policy can be met by registering for GRAD 200 for thesis or GRAD 300 for dissertation (through Inside Pacific) at least one semester per academic year (Fall or Spring, except for MAIR students who must register for either Spring or Summer).

There is no limit to the number of times a student can sign up for Grad 200/Grad 300; however, Pacific’s years-to-degree policy must be met.

Students enrolled in GRAD 200/GRAD 300 may utilize library facilities, but are not entitled to: 1.) the use of other University facilities; 2.) receive a fellowship, assistantship, or financial aid; or, 3.) take course work of any kind at the University of the Pacific.

A graduate student who fails to meet the continuous registration requirements and has a break in registration will be inactivated by the Registrar. Students in good academic standing who were inactivated from a program may petition for reinstatement into the program and Graduate Studies by submitting a $50 reinstatement fee and the Reinstatement Petition form to the Office of Research and Graduate Studies.

After 12 months or more of being inactivated, students who wish to re-enter a program must complete an entirely new application process with the appropriate fees and documentation. In these cases, it is possible that not all courses previously taken can be applied to the new program of study.

Please see the Graduate Catalog for limitations on continuous registration such (ex.: International students cannot register for continuous registration)
Master's Degree, Non-Thesis Plan and Thesis Project

1. Declaring the Intent to Graduate

The first step in the formal process of completing your master’s degree is to inform the Office of the Registrar that you intend to complete your degree in a specific term or semester. To do so, you must file a Graduate Student Application for Graduation Form to the Office of the Registrar, prior to the deadline defined for each academic term. The deadline for filing this form is the semester before the beginning of the term of degree completion. For specific dates, refer to the Academic Calendar, published each semester by the Office of the Registrar.

The Graduate Student Application for Graduation Form is used to initiate the degree audit process and to provide information for commencement programs and your diploma. Accordingly, a copy of your final, approved CAPP Degree Evaluation form is required when you submit the Graduate Student Application for Graduation Form.

IMPORTANT: A Graduate Student Application for Graduation form is valid for only the term for which it is submitted—forms submitted for a previous semester are not valid.

Consequently, if you are unable to complete degree requirements as you had originally intended, submit another Graduate Student Application for Graduation form for the new term of completion.

2. Reporting the Results of the Oral/Written Exam

The Final Report of Oral/Written Exam for Graduate Degree form and any remaining documents relating to the non-thesis program must be filed by the deadlines published by the Office of the Registrar and the Graduate Academic Calendar. This calendar can be found on the University Registrar, or the Office of Research and Graduate Studies websites.

3. Degree Checkout

If the Registrar has all other documents necessary, your degree will be cleared and posted. Your degree is not final until all financial obligations to the University have been fulfilled.

Final Checkout Checklist:
- Graduate Student Application for Graduation form
- Final Report of Oral/Written Exam for Graduate Degree form

Degree Audit. Additionally, an audit will be conducted of the students’ record to assure that all degree requirements have been met. If deficiencies or inconsistencies are discovered, the student and/or major department will be contacted. This may occur, due to the time required for auditing, after the end of the semester in which a student wishes to graduate. Until deficiencies or inconsistencies are resolved, the student will not receive their degree.

4. Diploma

Graduates attending commencement do not receive diplomas at the ceremony; diplomas are mailed 2 to 3 months after commencement. Questions about diplomas should be addressed to the Registrar's Office at (209) 946-2135.
Master's Thesis/ Doctoral Dissertations

1. Declaring the Intent to Graduate

The first step in the formal process of completing your master’s/ doctorate degree is to inform the Office of the Registrar that you intend to complete your degree in a specific term or semester. To do so, you must file a Graduate Student Application for Graduation with the Office of the Registrar prior to the deadline defined for each academic term. The deadline for filing this form is the semester before the beginning of the term of degree completion. For specific dates, refer to the Academic Calendar, published each semester by the Registrar.

The Graduate Student Application for Graduation form is used to initiate the degree audit process and to provide information for commencement programs and your diploma. Accordingly, a copy of your final, approved CAPP Degree Evaluation form from your advisor is required when you submit the Graduate Student Application for Graduation Form. The name on your diploma will be exactly as it appears on the form.

IMPORTANT: A Graduate Student Application for Graduation is valid for only the one term for which it was originally submitted—forms submitted for a previous semester are not valid. Consequently, if you submit a Graduate Student Application for Graduation Form, but are unable to complete degree requirements as you had originally intended, you must submit another Graduate Student Application for Graduation Form for the new term of completion.

2. Reporting the Results of the Oral/Written Exam (if applicable)

If the master’s/ doctorate degree requires an Oral/ Written exam in addition to a thesis/ dissertation, the Final Report of Oral/Written Exam for Graduate Degree form and any remaining documents must be filed by the deadlines published by the Office of Research and Graduate Studies and the Graduate Academic Calendar. This calendar can be found on the University Registrar, or the Office of Research and Graduate Studies website.

3. Confirming the Formatting Requirements with Advisor

Once you and your advisor have agreed that the thesis/dissertation is nearing completion and ready to be submitted to the degree committee in preparation for the final thesis/dissertation defense, review the content and formatting of your thesis/dissertation with your advisor using the Thesis and Dissertation Format Guide.

4. Corrections #1

Make any corrections in format or content identified by your advisor/committee. Customarily, committee members need at least 2 weeks before your final thesis/ dissertation defense.
5. Final Defense

Complete final thesis/dissertation defense. At the defense, have your thesis/dissertation advisor and committee complete the Thesis/Dissertation: Defense, Grade, Format and Completion form.

6. Reporting the Results of the Defense

The Thesis/Dissertation: Defense, Grade, Format and Completion form must be filed by the deadlines published by the Office of Research and Graduate Studies and the Graduate Academic Calendar. This calendar can be found on the University Registrar, or the Office of Research and Graduate Studies website.

Please note: we are no longer accepting signatures within the thesis/dissertation document. The signatures will be received through the Thesis/Dissertation: Defense, Grade, Format and Completion form. For more information please see the Thesis and Dissertation Format Guide page 3.

Submit following item to the Office of Research and Graduate Studies:

- Signed Thesis/Dissertation: Defense, Grade, Format and Completion form

7. Finalizing Formatting with RGS

The thesis/dissertation will be reviewed by the Office of Research and Graduate Studies using the Thesis and Dissertation Format Guide to go through page by page of your manuscript.

Emailed Link for electronic submission. Once the Office of Research and Graduate Studies receives your Signed Thesis/Dissertation: Defense, Grade, Format and Completion form, you will be emailed a link to the online ETD/ProQuest submission site. This site will allow you to submit your thesis/dissertation online for electronic format check. For forms, resources and services please see Office of Research and Graduate Studies website.

Corrections #2. Make sure the corrections and suggestions from your committee and advisor at the defense have been incorporated before you submit the publication-ready manuscript for the final review by the Office of Research and Graduate Studies.

Institutional Review Board (IRB) Final Report. Graduate students who have conducted thesis/dissertation research projects with human subjects must notify the Institutional Review Board when they complete their project. At the time that the thesis/dissertation is submitted to Graduate Studies for format review, the Institutional Review Board Final Report should be submitted to the IRB Administrator within the Office of Research and Graduate Studies. The form should be signed by the student, as well as their thesis/dissertation advisor.

Format fee. A format fee, currently $100, is required for the processing and review of all thesis/dissertations. Once you have submitted your thesis/dissertation PDF through the ETD/ProQuest you will receive an automatic email from the Office of Research and Graduate Studies with the link to a secure University of the Pacific CASHNet site to make your payment by credit card. Theses/dissertations received for review without the accompanying payment will not be reviewed until payment is received.
Final draft. The final draft of the thesis/dissertation submitted for the Final Review should not be a “first draft,” but be a finished manuscript that requires only minor editorial changes, which should already include the recommendations of the student’s graduate committee. So that the final draft is truly a finished manuscript, preliminary "format checks" by the Office of Research and Graduate Studies staff are encouraged in the early stages of thesis/dissertation development, possibly weeks before the Final Review. Students should work closely with their advisor to make sure that this final draft conforms to the formatting requirements of the Department and the Office of Research and Graduate Studies.

Editing. Editors in the Office of Research and Graduate Studies conduct the Final Review. Once they have completed the format check, the edited version of the thesis/dissertation will be uploaded to ETD/ProQuest. An automatic email will be sent to the student indicating the marked/edited version is available to view as well as any further directions needed. You should allow 48 hours for the Final Review.

Unacceptable Submissions. If the thesis/dissertation editor finds that the submitted manuscript is not in final form and/or contains a significant number of formatting errors (generally defined as greater than 5 major errors), the student will continue to be required to resubmit a corrected manuscript before the Final Review is accepted.

Once all corrections are satisfied and fewer than 5 major errors exist the document will be approved by the Office of Research and Graduate Studies.

8. Copyright (if applicable)

Theses for M.A. degrees in Psychology and all dissertations for Ed.D. and Ph.D. degrees must be microfilmed. A COPYRIGHT page is required within the thesis/dissertations. Within the ETD/ProQuest submission site, fill out the Copyright section appropriately.

Any MA/ MS (other than M.A. degrees in Psychology) can elect to submit manuscript for copyright services through the ETD/ProQuest site as well as: www.loc.gov (government fees are less than ProQuest)

9. Degree Checkout

If RGS has all other documents necessary, your degree will be cleared and sent to the Registrar for posting. Your degree is not final until all financial obligations to the University have been fulfilled.
All of the following items should have been submitted prior:

- Signed *Thesis/Dissertation: Defense, Grade, Format and Completion* form
- *Final Report of Oral/Written exam for Graduate Degree* form (if applicable)
- Thesis/Dissertation format payment
- Thesis/Dissertation format approval by RGS
- Copyright filed through ETD/ProQuest submission site (if applicable)

**Degree Audit.** Additionally, an audit will be conducted of the students’ record to assure that all degree requirements have been met. If deficiencies or inconsistencies are discovered, the student and/or major department will be contacted. This may occur, due to the time required for auditing, after the end of the semester in which a student wishes to graduate. Until deficiencies or inconsistencies are resolved, the student will not receive their degree.

10. Diploma

Graduates attending commencement do not receive diplomas at the ceremony; diplomas are mailed 2 to 3 months after commencement. Questions about diplomas should be addressed to the Registrar’s Office at (209) 946-2135.

11. Summary of Expenses:

- Thesis/dissertation formatting review fee $100
- 3 copies of your thesis/dissertation for the library $25 each plus tax
- Copyright costs for M.A. theses in Psychology and dissertations $55
## Summary of Steps to Complete a Graduate Degree

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<td>Master's (Non-thesis)</td>
<td>Master's (Thesis)</td>
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<tr>
<td>1. Formalize Degree Requirements</td>
<td>Review Graduate Academic Calendar</td>
<td>Early in graduate program (by end of 2nd semester)</td>
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<td></td>
<td></td>
<td>After Level 1 Review</td>
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<tr>
<td>2. Declare Intent to Graduate</td>
<td>Review Graduate Academic Calendar</td>
<td>Early in graduate program (by end of 3rd semester)</td>
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<td>File to Registrar:</td>
<td>Semester before semester of degree completion*</td>
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<tr>
<td></td>
<td>• Graduate Student Application for Graduation form</td>
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<td></td>
<td>• Copy of CAPP Evaluation form from Advisor</td>
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<tr>
<td>3. Reporting the Results of Oral/Written Exam (if applicable)</td>
<td>File to Registrar:</td>
<td>If applicable to program, deadline* Oral/ Written Exam</td>
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<td>• Final Reprt of Oral/Written Exam form</td>
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<td>5. Corrections #1</td>
<td>Make any corrections in format and/or content identified by your advisor/committee</td>
<td>At least 2 weeks before your final thesis/dissertation defense</td>
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<td>6. Final Defense</td>
<td>At the defense, have your advisor complete the Thesis/Dissertation: Defense, Grade Format and Completion form</td>
<td>Deadline* for Thesis/Dissertation defense</td>
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<td></td>
<td>• Signed Thesis/Dissertation: Defense, Grade, Format and Completion form</td>
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<tr>
<td>8. Corrections #2</td>
<td>Taking the corrections and suggestions from your committee and advisor at the defense, prepare the final, publication-ready manuscript for the final review</td>
<td>Within 1 week of defense and submit for final thesis/dissertation format review.</td>
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<td>Steps to Complete</td>
<td>Action Items</td>
<td>When to Complete</td>
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<tr>
<td>9. Finalizing Formatting with RGS</td>
<td>• Complete submission of thesis/dissertation electronically and pay additional format fee</td>
<td>Deadline* for Thesis/Dissertation review by Graduate School</td>
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<td>File to RGS</td>
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<td>• Turn in Intuitional Review Board (IRB) Final Report form (if applicable)</td>
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<tr>
<td>10. Copyright (if Applicable)</td>
<td>• Make sure copyright is paid for and included in submission if applicable</td>
<td>MA in Psychology only</td>
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<tr>
<td>11. Complete Edits</td>
<td>• Complete all edits identified by RGS and resubmit, receive approval email from RGS</td>
<td>Deadline* for Final Submission of Thesis/Dissertation to Dean of Graduate Studies</td>
</tr>
<tr>
<td>12. The Survey of Earned Doctorates (if applicable)</td>
<td>• Complete online survey</td>
<td>Deadline* for Final Submission of Thesis/Dissertation to Dean of Graduate Studies</td>
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<tr>
<td>13. Degree Checkout</td>
<td>If all documents and financial obligations have been met, your degree will be sent to the Registrar for posting.</td>
<td>Deadline* for Final Submission of Thesis/Dissertation to Dean of Graduate Studies</td>
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<tr>
<td>14. Diploma</td>
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<td>2-3 months after official graduation date</td>
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