

DOCTORAL DISSERTATION CHECKLIST

Beginning of Final Semester

- Register to graduate (contact your program office)
- Review the [Formatting Guide](#) for information on how to draft & format your dissertation
- Review the [Submission Guide](#) for information on how to submit your dissertation

Scheduling Final Oral Examination

Once your supervising committee agrees that your dissertation is ready to be defended, the following documents must be **uploaded** to the [Thesis and Dissertation Submission website](#) and **accepted** by the Office of Graduate Education:

- Your dissertation** (PDF file)
- [Request for Final Oral Exam form](#) (must include the room where the final oral examination will take place and be signed by **all** committee members)
- Unsigned Signature Page**

Final Oral Examination

- Print and bring your approved **Unsigned Signature Page** to your defense
- After your successful defense, **obtain signatures of all your committee members**

Before the Final Format Check

- Incorporate all changes** from your committee and the Office of Graduate Education
- Submit your dissertation to [Turnitin.com](#) (and upload the Digital Receipt)**
- Review your Turnitin report with your Supervising Professor and have them sign your [Citation Form](#)
- Submit any required permissions (see over page)**

NOTE: You can only upload files when your submission status is “Needs Correction.”

Final Format Check and Dissertation Approval

At least 3 working days before the final deadline:

- Upload the final draft of your dissertation** (PDF file) to the [Thesis and Dissertation Submission website](#)

You will be informed of any required corrections you need to make and will be notified when your dissertation is approved. You can track your progress on the [Thesis and Dissertation Submission website](#).

DEADLINES – Spring 2019

- **March 26, 2019** - Last day to request a final oral exam
- **April 9, 2019** - Last day to hold a final oral exam
- **April 18, 2019** - Last day to upload dissertation for final review by the Office of Graduate Education
- **April 23, 2019 (Noon)** - Last day to have your dissertation **approved** by the Office of Graduate Education

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Required Documents

The following documents must be uploaded to the Thesis and Dissertation Submission website **before the final deadline**:

- Final approved dissertation with Unsigned Signature page (PDF file)
- Signed Signature Page
- [Survey of Earned Doctorates](#) Certificate of Completion
- [Turnitin Digital Receipt](#)
- [Citation Form](#) signed by Supervising Professor and student
- Any permissions needed from publishers to reprint previously published material (OR document from publisher stating permission is not required)
- Signed Use of Human Subjects in Research form (IRB) (if human subjects were used)
- Signed Use of Animals in Research form (IACUC) (if animal subjects were used)

Helpful Links

- ✓ [LaTeX and Word](#) templates for dissertation formatting
- ✓ [Regalia & Hooding Ceremony Information](#)
- ✓ [Sample Pages](#)
- ✓ [Formatting Guide](#)
- ✓ [Submission Guide](#)