

Thesis or Dissertation Checklist

Students are advised to read this section thoroughly; then, to work through the lists line-by-line and in-order. Each item has a blank, allowing students to mark their progress.

To prepare for writing a thesis or dissertation, the student must do the following:

1. _____ Select a topic and begin the enquiry per Section 2.1.
2. _____ Obtain and read a current copy of these Guidelines, and obtain and study appropriate discipline-specific style guides per Section 3.1.
3. _____ Obtain a current *Word* or *LaTeX* template per Section 3.2.

To prepare for the oral defense, the student must:

1. _____ Submit a copy of the signature page on plain paper to the Graduate School for formatting review. *If a signed signature page is formatted incorrectly, the student will obtain new original signatures before the thesis or dissertation may be released to the library for binding per Section 6.1.2.*
2. _____ Make all needed copies of the signature page approved by the Graduate School per Section 1.4.

At the oral defense, the student must:

1. _____ Obtain a signature from each committee member for each copy of the document to be bound per Section 1.4. The chair should withhold his or her signature or retain the original signature pages until the document is ready for submission to the Graduate School.

To prepare the document for review by the Graduate School, the student must:

1. _____ Make all changes required by the committee.
2. _____ *Print* the work on plain paper to find and correct font problems, bad page breaks, incorrect page numbers, and other problems that may develop during editing. Seek assistance from the Graduate School or advisor as needed.

To submit the document for review by the Graduate School review, the student must:

1. _____ Deliver an original signature page signed by all committee members and a draft of the thesis or dissertation on plain paper to the Graduate School. *The draft must be publication-ready including color plates and any other color elements unless the student makes other arrangements with the Graduate School.*
2. _____ Wait approximately 72 hours (not including weekends or holidays) for the Graduate School to communicate that the document is ready for pickup. *Those facing special constraints are advised to make arrangements with the Graduate School as early as possible.*

To prepare the document for the Library, the student must:

1. _____ Make the required improvements.
2. _____ *Print* the work on plain paper to find and correct font problems, bad page breaks, incorrect page numbers, and other problems that may develop during editing. Unless previously requested, this final check does not need to be done by the Graduate School. Seek assistance from the Graduate School or advisor as needed.
3. _____ Make a minimum of 3 copies on rag/cotton paper and any other necessary copies of the final work per Section 1.4.
4. _____ Take all of the copies to the Graduate School, which will certify the final amount due for binding and/or copyright fees (described in Section 1.4) on the Approval and Binding of Thesis and Dissertation form (hereafter, the binding form).
5. _____ Take the completed binding form to the Business Office for payment of fees and certification of receipt. The binding form must be signed and dated by the Business Office after payment of fees.

To deposit the document in the Library and complete the binding process, the student must:

1. _____ Take the binding form and copies to the Library Periodical Desk by the dates indicated in Section 1.2 to have the binding form signed and dated by a Library representative.
2. _____ Return the completed binding form (with three signatures) to the Graduate School.

To complete the dissertation process, one must also:

1. _____ Complete a Survey of Earned Doctorates form and return it to the Graduate School.
2. _____ Submit the dissertation to UMI using the ETD system per Section 4.3.