

# DOCTORAL DISSERTATION CHECKLIST

## Beginning of Final Semester

- Apply 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 **at least two weeks prior to the date of exam**:

- Your dissertation** (PDF file)
- [Request for Final Oral Exam form](#) (PDF file) (must include room number for in-person or a link to the virtual defense and must include digital or handwritten signatures from **all** committee members, including the Examining Committee Chair)
- [UTD Copyright Tutorial Certificate of Completion](#) (PDF file)

## Final Oral Examination

- After your defense, your committee will sign the Report of Final Oral Examination and the Examining Committee Chair will submit the report to the Office of Graduate Education
- You may also optionally obtain the signatures of all your committee members on your dissertation signature page but this is no longer required

## 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 to the [Thesis and Dissertation Submission Website](#))**
- Review your Turnitin report with your Supervising Professor and have them sign your [Citation Form](#)
- Obtain any required permissions for previously published material

**NOTE:** You can only upload files to your online submission when your submission status is in "Needs Correction."

## Final Format Check and Dissertation Approval

By the deadline to upload dissertation for final/post-defense review:

- 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](#). **All content and formatting changes and administrative files must be finalized and approved by the final approval deadline.**

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## DEADLINES – Summer 2022

[https://graduate.utdallas.edu/current\\_students/deadlines/](https://graduate.utdallas.edu/current_students/deadlines/)

## Required Documents

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

- Final approved dissertation (PDF file)
- [UTD Copyright Tutorial Certificate of Completion](#)
- [Survey of Earned Doctorates Certificate of Completion](#)
- [Turnitin Digital Receipt](#)
- [Citation Form](#) signed by Supervising Professor and student
- 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](#)
- ✓ [Administrative Form Examples](#)