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, including the examining committee chair)
- ☐ UTD Copyright Tutorial Certificate of Completion (new requirement) (PDF file)

Final Oral Examination

- ☐ After your defense, your committee will sign the Final Oral Examination Report and the Chair of the Examining Committee 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)**
- ☐ Review your Turnitin report with your Supervising Professor and have them sign your **Citation Form**
- ☐ **Submit any required permissions (see next page)**

NOTE: You can only upload files when your submission status is "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.

DOCTORAL DISSERTATION CHECKLIST

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DEADLINES – Fall 2020

https://graduate.utdallas.edu/current_students/deadlines/

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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 (PDF file)
- ☐ UTD Copyright Tutorial Certificate of Completion (new requirement)
- ☐ 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