

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 Training 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

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

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 Training Certificate of Completion](#)
- ☐ [Survey of Earned Doctorates Certificate of Completion](#)
- ☐ [Turnitin Digital Receipt](#)
- ☐ [Citation Form](#) signed by Supervising Professor and student
- ☐ Use of Human Subjects in Research Approval Memo (IRB) (if human subjects were used)
- ☐ Use of Animals in Research Approval Memo (IACUC) (if animal subjects were used)

Helpful Links

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