

[Revised 3/19/14]

Dissertation Checklist for ABD Candidates

- Communicate with adviser throughout the research and writing of the dissertation
- Complete dissertation
- Submit to adviser for approval
- Once adviser approves circulate to entire committee
 - Some committee members might prefer printed out version—consult with committee members as to their preference
 - Committee members must be given at least three weeks to read the dissertation
- Turn in dissertation to ICR staff person
- Contact staff person about setting up a scheduling doodle after ascertaining possible dates with adviser
- Prepare for defense
- Pass defense
- Celebrate
- Revise and deposit
- Register for graduation via UI Integrate
- Attend graduation ceremonies [optional: there is a College of Media, a University wide, and a Graduate College ceremony as well as other congratulatory events]

Dissertation List for Faculty

- Verify that ABD candidate has compliant dissertation committee according to Graduate College Guidelines.
- Work with dissertating student to ensure timely and proper progress of dissertation
- Read and review drafts until final draft is approved for committee circulation and defense
- Verify with committee members that dissertation is suitable for defense.
- Work with student to develop a set of available times that will, in turn, be circulated to other members of the committee
- Work with staff to ensure that all forms are requested properly filled out from the Graduate College
- Consult with student on availability for defense
- Adviser makes sure committee is given at least three weeks to read the dissertation
- Consult with staff on arrangements for oral examination.
- Chair defense examination
- Be present and supportive for defense
- Make sure forms are signed by all committee members
- Congratulate student
- Report result to staff using paperwork provided by staff.
- Optional de-briefing meeting with candidate regarding next steps in dissertation revision and deposit
- Follow up to make sure student eventually deposits

- Remind staff to turn in 599s
- Encourage student to participate in graduation ceremonies

Dissertation check-list for staff

- Maintain a proper file for each dissertating student, with adviser and committee member information
- Upon receipt of approved dissertation by student contact graduate college for graduation forms
- Circulate doodle after receiving dates from student and adviser
- Find a room for the defense
- Circulate information about the defense to all committee members and student
- Prepare teleconferencing capacity when required for defense examination
- Prepare announcement to be posted on bulletin boards and website
- Transmit report of examination outcome to OAR.
- Send information to ICR Director so it can be included in the newsletter
- Add the defense, title, date, and adviser to a spreadsheet that will be generated yearly to track defenses
- Make sure adviser turns in signed defense form so it can be sent to Graduate College
- Turn in the 599 Thesis credit hours for the student to the Graduate College
- Inform student about the online submission and the dissertation approval process
- Complete dissertation formatting process
- Enter student name, dissertation title, and adviser into yearly spreadsheet record of ICR Graduates
- Add information to ICR Graduate Database