# DISSERTATION CHECKLIST
## for Finishing your Doctoral Requirements

1. **Important Dates and Deadlines**

   See timeline and deadlines for GradPath forms, final oral exam/defense, and dissertation submission at https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines

2. **Approval Page – *prepare before defense***
   - Download a sample page at https://grad.arizona.edu/gsas/dissertations-theses/sample-pages to prepare your approval page. Be sure to use the correct version, depending on whether you have one committee chair, or co-chairs. Type your name, dissertation title and the names of the members who will participate on your final exam committee. Use your defense date as the date for the signature lines.
   - Next, print out a hard copy to take to your defense and get the signatures of all your committee members. **Note: Make sure you print this page in color for the watermark to show properly.** Your committee chair/co-chairs will need to sign the form twice (as a member and as chair/co-chair). If a member or chair attends the defense remotely, scan the page, have them sign and send back to you. When all signatures are received, scan the signed approval page and insert is as page 2 of your dissertation. Keep the original for your records. DO NOT add to ETD ProQuest as a supplementary file.

3. **Submit your Dissertation**

   You may submit your dissertation after successful completion of your Final Oral Defense, and receiving final approval from your committee. See more info at https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#submission-of-dissertation

   Refer to the Doctoral Dissertation Formatting Guide at http://grad.arizona.edu/degreecert/manuals for help on formatting your dissertation.

   - Submit your dissertation via www.etdadmin.com/arizona Your Graduate College Degree Counselor will check your dissertation formatting and will email to inform you if edits are needed. Note: This email will be sent to the address in your ProQuest account.
   - There is no submission fee, however you do pay an additional fee to ProQuest/UMI if you choose Open Access publishing with their archive. (Note that the copy of your dissertation stored in the UA Campus Repository will be available free of charge regardless of whether you pay ProQuest for open access or not.)
   - If you choose to file for copyright (optional), ProQuest/UMI will bill you a fee and will file the copyright for you.

4. **Distribution Rights Form**

   Available on the Graduate College website at https://arizona.app.box.com/file/50869189765.

   This form should be signed and dated-- use the current date unless you are delaying release of your archived dissertation to the public. Email it to your Degree Counselor or deliver it to Administration 316.

5. **Survey of Earned Doctorates**

   Please complete the survey at https://sed-ncses.org/login.aspx.

6. **Graduate College Exit Survey**

   Please complete the survey at https://uarizona.co1.qualtrics.com/jfe/form/SV_cxaoYeQAK42DR2t.

*For technical assistance in completing the Online submission, please contact the ProQuest Customer Service Support Center at* http://www.etdadmin.com/cgi-bin/main/support.