

CHECKLIST/TIMELINE FOR COMPLETION OF DISSERTATION

Following is the suggested order of events leading up to and post defense. Check the [Important Dates and Deadlines on the Grad School website](#) for specific semester dates.

- MP approves dissertation.** Allow up to 3 weeks for committee members to read the dissertation.
- Schedule the defense.** After all the committee members consent, the MP schedules the oral defense and notifies the PhD program office of the date, time and place. The announcement must be made at least 2 weeks prior to the event.
- First format check.** Consult the Graduate School website for the [deadline](#) to submit your completed dissertation for a format check. If a dissertation is not submitted by the deadline your graduation date will be moved to the next semester. Changes may be made after the first format check.
- Final Defense Approval Form** submitted to the Graduate School one week prior to the dissertation.
- Conduct the oral defense.**
- Make textual changes to dissertation** (if applicable). Allow 1-2 weeks to make changes in the dissertation.
- Final ETD submission of dissertation** by the Graduate School [deadline](#).
- ETD Submission Approval Form** by the Graduate School [deadline](#).
- Bind copies of dissertation** (optional).

Note: The student must have been registered for at least 3 credit hours during the semester in which the dissertation is submitted.