

THESIS CHECKLIST FOR DOCTORAL STUDENTS

Stage 1: Development

<http://www.grad.illinois.edu/thesis/development>

- Format your thesis according to departmental and Graduate College requirements.

Recent changes to thesis requirements include:

- Abstract required in all theses and dissertations, and should begin on page ii.
- Author's Bio/CV no longer included.

A link to the full list of thesis requirements may be found on the second page of this checklist.

Stage 2: Departmental Approval

<http://www.grad.illinois.edu/thesis/departmental-approval>

- File your title page (see reverse) with the Graduate College Thesis Office via thesis@illinois.edu.
- Register for the entire term in which your final examination (defense) will occur.
- Apply for graduation through UI Integrate Self-Service
- Obtain signed Thesis/Dissertation Approval (TDA) form.
Required number of signatures = your adviser + department head + all members of the final exam committee who recorded a "pass" vote.
- Arrange for departmental format review, and finish all revisions prior to beginning Stage 3.

Stage 3: Graduate College Approval

<http://www.grad.illinois.edu/thesis/deposit>

- Prepare your electronic thesis or dissertation (ETD) for submission to the Graduate College:
 - Convert your thesis file(s) to a single PDF file
 - Do not embed audio/video files in or apply security settings to PDF file
- Visit www.grad.illinois.edu/thesis/submit to create a submission profile and submit your thesis.
- Complete all thesis corrections (if any; Thesis Office will notify you of required changes via email).
- Submit the following materials to the Thesis Office (the deposit is not complete until all items are received). Visit www.grad.illinois.edu/thesis/required-items for links to these supporting materials:
 - One signed Thesis/Dissertation Approval (TDA) form
 - IDEALS deposit agreement (completed during step 2 of electronic submission process)
 - One ProQuest/UMI publishing agreement (completed during step 2 of electronic submission process)
 - Proof of completed Survey of Earned Doctorates (certificate of completion accepted by fax or email)
 - Proof of completed AIDE Exit Survey (Thesis Office will automatically receive certificate via email)
 - (If applicable) One copy of each permission letter to reprint copyrighted material (accepted by fax or email)
- The deposit fee (\$50) will be charged to your student account.
- The Thesis Office will notify you via email when your deposit is complete.

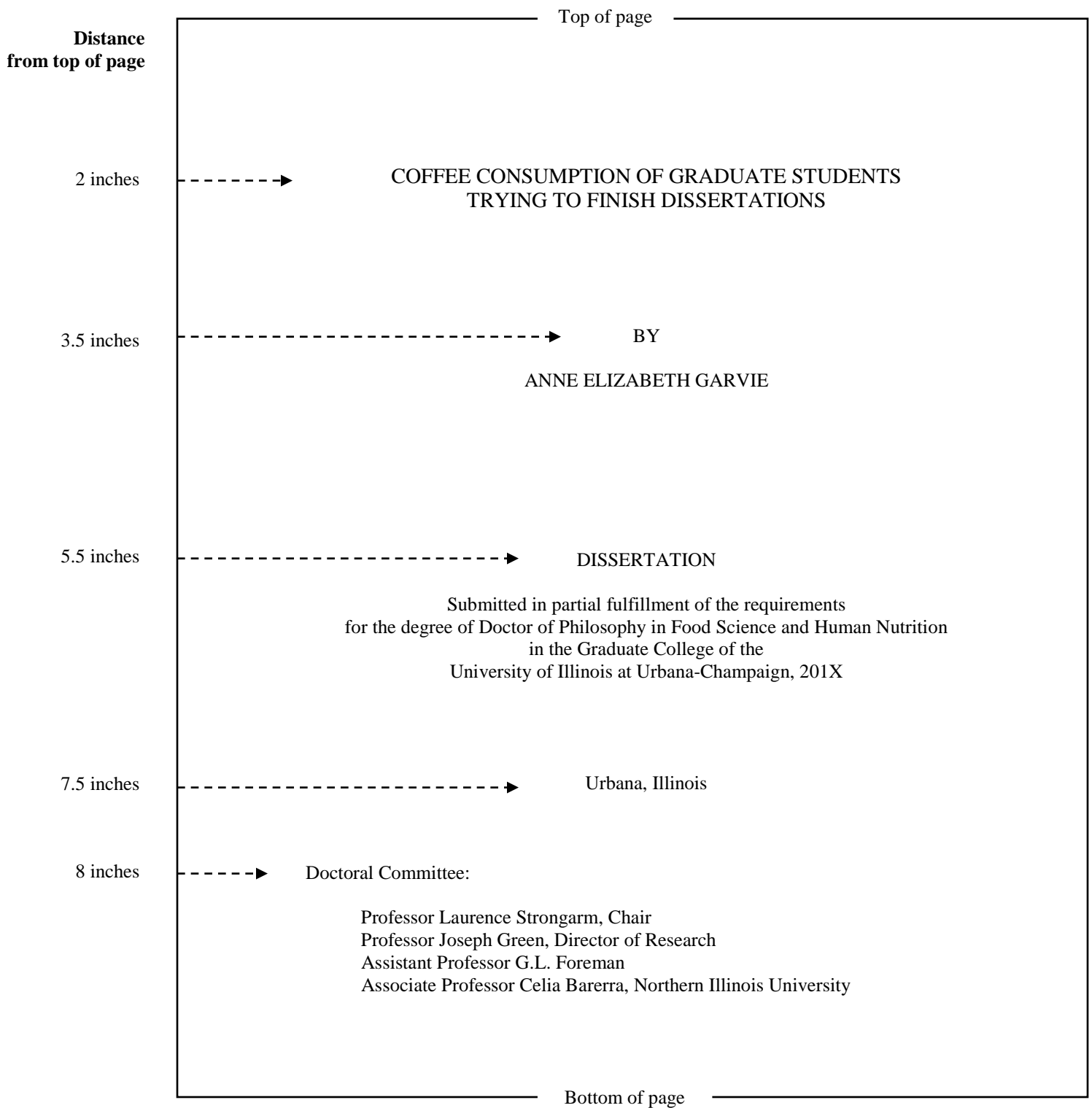
All corrections and required materials are due no later than 5:00 p.m. on the final day of the deposit period for your intended graduation (see Graduate College website for deadlines).



The Graduate College

www.grad.illinois.edu/thesis
thesis@illinois.edu

Sample Title Page (Doctoral Students)



Thesis process: www.grad.illinois.edu/thesis/process

Release options: www.grad.illinois.edu/thesis/release-options

Format requirements: www.grad.illinois.edu/thesis/format

Supporting items: www.grad.illinois.edu/thesis/required-items