

Dissertation Defense Checklist

While scheduling defense:

- Review the [Dissertation Defense and Final Copy](#) section of the graduate handbook wiki.
- Review deadlines for graduation here <http://www.lib.uchicago.edu/e/phd/deadlines.html>
- Send Department Assistant list of committee members
- Ask each committee member to email department assistant stating their approval of your progress and defense date
- Inform Department Assistant if this will be an open (an announcement is sent the graduate student list, allowing any interested to defend) or closed (only those you personally invite are allowed to attend, no announcement is made to the student list) defense

Must be done at least 2 Weeks before defense:

- Send Dept Assistant electronic copy of abstract
This is not the version that will be published with your dissertation, it will only be used for scheduling a Dean's Representative, if possible send this earlier
- Send Dept Assistant electronic copy of dissertation
Again, this need not be the final published version

Day of Defense:

- Before the defense, come to the office and check in with the Dept Assistant, there are several forms your committee will need
Dissertation Defense Form- for the Chair of your committee to fill out
Departmental Approval form- each committee member needs to sign
PhD Final Exam form- for the committee to fill out, and chair to sign, during their voting
Departmental Dissertation Revision form- details any revisions necessary with due date for final revisions, and final approval after revisions have been made to the satisfaction of the committee
- One bottle of champagne will be provided by the department for celebration, you are welcome to bring any more snacks or drinks you would like
- Before leaving after the defense, bring all signed forms back to the Dept Assistant

After Defense:

- If revisions are necessary, complete the departmental dissertation revisions form, make revisions and submit for final approval of committee
- Make sure your dissertation conforms to the formatting guidelines listed on the Dissertation Office's website as "University-Wide Requirements for the PhD Dissertation."
<https://www.lib.uchicago.edu/research/scholar/phd/policies/>
- Once final approval has been granted, confirm with department assistant, and apply for graduation
- Review Dissertation Office checklist
<https://www.lib.uchicago.edu/research/scholar/phd/students/checklist/>
- Submit dissertation to UMI ETD website
- Several people will review your dissertation and proof read for formatting errors once submitted, you may receive requests for corrections from multiple people during this phase

- Once the final version has been approved the Dissertation Office will notify you and you are now ready to graduate! (Be sure to submit the application to graduate to the Dean of Students and notify the Dept assistant)