Steps for Final PhD Defense

Doctoral Students:

Before your Defense

1. **Register for 599 Thesis Research after Prelim and until Final Defense**. You *must* be registered in the semester in which you take your final exam. Doctoral students should register for 590 Individual Topics up until your Prelim and then register for 599 Thesis Research from the time of your Prelim until your Final Defense.
2. **Complete at least 96 credit hours** of 400- or 500-level courses (64 hours beyond the M.S. requirements) with grades no lower than B or S, and complete at least two semesters of favorably evaluated teaching.
3. **Add yourself to the degree list** in the term you plan to deposit your thesis/dissertation via UI Integrate Self-Service. You do not need to be registered in the semester in which you deposit your dissertation if it is not the same semester as the one in which you took your final exam.
4. **Reserve a room for your defense** after the date and time have been approved by your defense committee, and inform Animal Biology Office Administrator of the date, time, and place. If you need help in reserving a room, contact the AB Office Administrator as well.
5. Give the names of your committee members and the chair to Animal Biology Office Administrator in order to **get approval from the Grad College for your committee**. This *must* be done before your defense, preferably at least 3 weeks before. (For this exam, your major advisor is appointed Chair of your committee. See the Animal Biology Graduate Student Handbook for specifications for your committee.)
6. **Schedule your exit seminar** Inform Animal Biology Office Administrator of the date, time, and place of your exit seminar.
7. **While writing your dissertation, be sure to follow the** Grad College Thesis Requirements for formatting your dissertation. If you have any questions about any of the formatting requirements, ask the Animal Biology Office Administrator, who is required to approve the formatting of your dissertation before you are allowed to deposit.
8. Previously the Graduate College has required that depositing doctoral students make their dissertations available through ProQuest to ensure the wide dissemination of the work. These dissertations are included in ProQuest Dissertations & Theses Global and Dissertation Abstracts International. Since 2010, all dissertations are now included in IDEALS, the Illinois digital repository, which also provides access through web and WorldCat indexing. The Graduate College Executive Committee recently voted to remove the requirement that students provide their dissertations to ProQuest for dissemination and have now made it optional. It is recommended that you **discuss with your defense committee whether they feel you should make your dissertation available through ProQuest or not**. There will be a step during your deposit in which they will ask you to make a choice.

After your defense

1. After you have made the revisions recommended by your committee, make sure that you have followed the Grad College Thesis Requirements for formatting your dissertation, and then **email the Animal Biology Office Administrator a copy of your dissertation for format review <u>at least</u> 4-5 days before the deposit deadline**.
2. After making any necessary format changes suggested by the Animal Biology Office Administrator, resubmit the final revision to the Animal Biology Office Administrator for a final review and approval. The Animal Biology Office Administrator will then submit a **Departmental Format Approval Form** electronically to the Graduate College Thesis Office, and notify you that you may then submit your dissertation for electronic deposit to the Graduate College Thesis Office.
3. If the chair of your committee has not already done so, **give your signed Dissertation Approval Form (TDA) to the Animal Biology Office Administrator**, who is authorized to submit it electronically to the Graduate College Thesis Office.
4. **Deposit your dissertation and submit supplemental materials.**
   a. Convert your dissertation file(s) to a single PDF file, if not already in that format.
      i. Name the PDF file: Lastname_Firstname.pdf (use first and last names from title page; do not include middle names/initials in filename)
      ii. Do not embed audio/video files in or apply security settings to PDF file
   b. Go to www.grad.illinois.edu/submit-etd to create a submission profile and submit your electronic dissertation.
   c. At the same time, submit the following materials to the Thesis Office (the deposit is not complete until all items are received):
      i. Proof of completed Survey of Earned Doctorates (certificate of completion accepted by fax or email).
      ii. Complete the AIDE Exit Survey.
      iii. If applicable, one copy of each permission letter to reprint copyrighted material (accepted by fax or email).
      iv. Choose an IDEALS release option (see https://grad.illinois.edu/thesis/release-options for more information).
      v. Optional: One ProQuest/UMI publishing agreement, signed by student (only pages 4 and 5 are required; accepted by fax or email). (NOTE: If you choose to send your dissertation to ProQuest, the release option you select for IDEALS will determine the ProQuest release option (see https://grad.illinois.edu/thesis/release-options for more information).
   d. Make all necessary corrections to your dissertation, if any, as required by the Thesis Office. They will notify you of required changes via email.
   e. The Thesis Office will notify you via email when your deposit is complete. The deposit fee ($50) will be charged to your student account.
   f. All final corrections and required materials are due no later than 4:45 p.m. on the final day of the deposit period for your intended graduation (see Graduate College Academic deadlines).