



Graduate College Thesis Office

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

204 Coble Hall • 801 S. Wright St., Champaign, IL 61820

THESIS CHECKLIST FOR DOCTORAL STUDENTS

Step 1: Development

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

Recent changes to thesis requirements include:

- Previous degrees removed from title page.
- Abstract required in all theses and dissertations, and should begin on page ii.

A link to the full list of thesis requirements may be found at the bottom of this page.

Step 2: Departmental Approval

- File your title page (see reverse) with the Graduate College Thesis Office via thesis@illinois.edu.
- Register for 599 Thesis Research for the term in which your final examination (defense) will occur.
- Apply for graduation through UI Integrate Self-Service
- Obtain signed Certificate of Committee Approval.
Required number of signatures = your adviser + department head + ALL voting members of the committee. (If your adviser or dept. head was also a voting member, he or she must sign twice.)
- Arrange for departmental format review, and finish all revisions prior to beginning Step 3.

Step 3: Deposit

- Prepare your electronic thesis or dissertation (ETD) for the Graduate College pre-deposit review:
 - Convert your thesis file(s) to a single PDF file
 - Name the PDF file: **Lastname_Firstname.pdf** (use first and last names from title page; do not include middle names/initials in filename)
 - Do not embed audio/video files in or apply security settings to PDF file
- Visit www.grad.illinois.edu/submit-etc to create a submission profile and submit your ETD.
- Complete all thesis corrections (if any; Thesis Office will notify you of required changes via email).
- Send (or bring) the following materials to the Thesis Office (deposit not complete until all items are received):
 - One original, signed Certificate of Committee Approval (CCA) (bring or send to 204 Coble Hall)
 - One ProQuest/UMI publishing agreement, signed by student (only pages 4 and 5 are required; accepted by fax or email)
 - One completed Survey of Earned Doctorates (accepted by fax or email)
 - (If applicable) One copy of each permission letter to reprint copyrighted material (accepted by fax or email)
- The deposit fee (*NEW!* Reduced to \$50 as of Nov. 15, 2010) 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 4:45 p.m. on the final day of the deposit period for your intended graduation (see link to deadlines below).

Deadlines: www.grad.illinois.edu/general/calendar/current

Thesis requirements: www.grad.illinois.edu/graduate-college-thesis-requirements

Sample Title Page (Doctoral Students)

