

## Checklist for Doctoral Dissertation Completion

- Give copies of your dissertation to your advisory committee at least one week before your defense so they'll have time to review your document.
- Take a typed Form 7 with you to your defense so that your committee can sign the form. Forms are available at [grad.mst.edu/currentstudents/forms/](http://grad.mst.edu/currentstudents/forms/).
- After the defense, and after all of the revisions suggested by the committee have been made, bring a copy of your dissertation to the Office of Graduate Studies (G8 Norwood Hall) to have the format checked. **Note:** The deadline for submitting your dissertation for first format check can be found at [grad.mst.edu/currentstudents/forms/](http://grad.mst.edu/currentstudents/forms/).
- Once all corrections have been made you will be asked to submit the final copy. **Note:** The deadline for submitting the Form 7 and final copy can be found at [grad.mst.edu/currentstudents/forms/](http://grad.mst.edu/currentstudents/forms/).
- As of June 1, 2013, all final dissertation copies are submitted electronically. The only exception is if the 'Withhold dissertation indefinitely for Department of Defense/Confidentiality/Other Reasons' box is checked on the Form 7. If you are unsure if an indefinite hold will be placed on your dissertation, you should contact your advisor.
- The final copy will be submitted via the link found under Submitting and Binding Your Thesis/Dissertation <http://grad.mst.edu/currentstudents/thesisdissertationinformation/formatting/>. **Note:** Do not submit electronically until the Office of Graduate Studies personnel format checking your dissertation tells you to do so.
- If an indefinite hold is being placed on your dissertation then a hard paper copy will be required. Indefinite holds must submit a paper copy on white paper with watermark, a minimum of 25% rag or cotton content and at least 16 lb. weight, printed on one side only. Along with the paper copy, you must also submit a PDF of the thesis or dissertation on a CD or non-returnable USB (flash/jump) drive, pages 4 and 5 of the UMI Publishing Agreement Form, a title page and abstract, and a signed license agreement for Scholars' Mine.
- Doctoral students must submit the Survey of Earned Doctorates found at <https://sed-ncses.org>. Please submit the Certificate of Completion to the person format checking your dissertation.

\*\*Holds, whether patent or indefinite, will not be sent to ProQuest or made available in the Scholar's Mine until such time as the hold is officially released by the University.