



## ***CHECKLIST FOR AU THESIS/DISSERTATION COMPLETION***

### ***SEMESTER OF PROPOSAL***

- Register for thesis/dissertation hours according to the recommendations of your advisor/department.
- Have your project title and proposal defended and/or approved by your department/committee.
- After proposal/approval, a *Graduate Academic Action Form* should be generated in your department and sent to the Dean's office for approval.
- If your research involves observing, surveying, interviewing or experimenting on human or animal subjects, consult your department/school representative to the University Institutional Review Board (IRB) for guidance.

### ***WRITING THE THESIS/DISSERTATION***

- As you are writing the thesis/dissertation, send letters for copyright permission as needed to copyright owners (See *Electronic Thesis and Dissertation Submission and Style Guide* for details).
- Ensure that your thesis/dissertation conforms to the formatting guidelines set forth in Chapter 3 of the *AU Electronic Thesis and Dissertation Submission and Style Guide*.

### ***SEMESTER OF DEFENSE***

- Using the online ProQuest/UMI ETD submission tool (<http://www.etdadmin.com/american>), submit a draft version of your thesis or dissertation for formatting review one month prior to the final submission deadline, which can be found in the *Academic Calendar* (<http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm>).
- Apply for graduation prior to or early in the semester you wish to defend your thesis/dissertation. The deadline for application to graduate is published in the *Academic Calendar*.
- Discuss with your committee chair the thesis/dissertation publishing and access options outlined in Chapter 5 of the *Electronic Thesis and Dissertation Submission and Style Guide*.
- Submit or defend your thesis/dissertation to your committee
- After your defense, make all the editorial changes your advisor and committee suggest.
- Collect your chair and committee members' signatures on a printed copy of your title page.
- Submit title page to be signed by the Dean of your school or college.
- Check with your department/advisor to make sure all grades from previous semesters (e.g., thesis/dissertation research hours that have grades of IP) and the current semester have been submitted.
- Doctoral candidates: Complete and submit the *Survey of Earned Doctorates*.
- Submit final version of thesis or dissertation to your school or college Dean's office via the online ProQuest/UMI ETD submission tool. This step must occur before the final submission deadline listed in the *Academic Calendar*.
- If your school or college has emailed you requesting formatting changes to your document, make these changes and resubmit the file.