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).

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.