

Dissertation Defense Checklist

☐ **Student:** Schedule Prospectus Meeting. This should be done 4-6 months prior to defense. Take *Approval of Dissertation Prospectus* form to meeting. Date of meeting_____

☐ **Student:** Submit *Approval of Dissertation Prospectus* form to SAA Office.

☐ **SAA Office** submits Dissertation Committee Form to Rackham. Date:_____.

☐ **Rackham** approves Dissertation Committee. Member names can be viewed on transcript once they have been approved.

☐ **Student:** Register online for Rackham group pre-defense meeting at <https://secure.rackham.umich.edu/OARD/predef/>. Pre-defense meeting must take place at least 10 days prior to oral defense.

☐ **Rackham** notifies SAA Office when student has attended pre-defense meeting. Date of pre-defense meeting: _____.

☐ **SAA Office:** Confirm that student is registered in defense term.

☐ **Rackham** notifies SAA Office of oral defense date. Date: _____

☐ **Student:** Distribute Dissertation Evaluation Forms to committee members, along with copy of dissertation and abstract, at least 10 working days before oral defense.

☐ **Student:** Three days before oral defense, view committee on Wolverine Access to confirm evaluation forms have been submitted to Rackham.

☐ **Student:** Pick up oral defense packet from Rackham, and hand to Chair at defense.

☐ **Student:** Do oral defense of dissertation.

☐ **Student or chair:** Submit *Final Oral Examination Report* to Rackham within 48 hours of defense.

☐ **Student:** Submit any required revisions to chair.

☐ **Chair:** Confirm that *Final Oral Examination Report* and *Certificate of Dissertation Committee Approval Form* have been completed, and either given to student for delivery or delivered to Rackham by Chair. Send Oral Defense Confirmation form to SAA Office.

☐ **Student:** Register for post-defense meeting. Date _____. Submit in person or by mail:

- *Final Oral Examination Report* (if not previously submitted.)
- Complete, final, unbound copy of dissertation plus two copies of abstract and one extra copy of title page.
- *Certificate of Dissertation Committee Approval Form*
- ProQuest/UMI contract-- After degree requirements have been completed, your student account will be charged a \$70 fee for mandatory publishing with ProQuest.
- Submit dissertation online in OARD Office. Bring dissertation on flash drive.
- Have completed Survey of Earned Doctorates (required)

☐ **Student:** Apply for graduation through Wolverine Access, if you haven't already done so.

☐ **Student:** Check Wolverine Access for financial status. Reconcile any balance due on account.

☐ **Student:** Send new address, email, and position information to psych.saa@umich.edu

☐ **SAA Office:** Run Degree Conferral Report. Degree conferred on _____