

Defense and submission process

1. 2-3 months before defense date. Schedule a defense date with your committee. You should talk to your advisor but the usual expectation is that the committee should have the completed dissertation six weeks before the defense. Scheduling a defense in a shorter time frame will require the agreement of the committee members. You should also take into account that finding a date and time when all five committee members are available can be challenging, so it is important to start the scheduling process well in advance of the intended date of the defense. Please let Valerie know the date and time of the defense as soon as it is scheduled.
2. 3 weeks before defense date. Submit the committee approval form. This must be done at least three weeks before the defense takes place. This is available online at the graduate college web site: <http://grad.uic.edu/cms/?pid=1000329> You should fill out the form yourself. Accuracy in filling out this form is very important since it is the official record of your dissertation defense. The form of your name that you use here (middle name, middle initial, etc) must be used on all other graduation related documents (title page of thesis, etc.). If you are not on campus you can email the completed pdf (or send a hard copy) to Valerie to obtain the necessary signatures.
3. 3 weeks before defense date. Your defense is a public event and must be advertised. You need to send Valerie an abstract of your dissertation so that she can publicize it. Advertising your defense is required and not optional.
4. Registration. You must be registered in the term you defend. There is a grace period extending through the first ten days of the term (5 days for Summer) if you were registered in the previous term. You do not need to be registered when you submit your dissertation, just when you defend.
5. Publishing Fee and Dissertation Publishing Agreement can now be completed and the fee paid online.

Fall 2015

Friday, September 11 – Last day to file for graduation

Friday, November 6 – Last day to submit defended and approved thesis to graduate college for graduation this term.

Spring 2016

Friday, January 29 – Last day to file for graduation

Friday, March 18 – Last day to submit defended and approved thesis to graduate college for graduation this term.

Summer 2016

Friday, June 24 – Last day to file for graduation

Friday, July 22 – Last day to submit defended and approved thesis to graduate college for graduation this term.

Submitting your dissertation

1. The deadlines for filing for graduate in a given term and for submitting a thesis to graduate in a given term are surprisingly early. For this academic year they are:
2. All UIC dissertations are now submitted electronically. This means you need to be able to generate a pdf version of your dissertation for submission. If you have difficulty with this please consult with the DGS for advice. The Graduate College FAQ on the electronic submission process can be found here:
<http://grad.uic.edu/cms/?pid=1000917>
3. The Graduate College guidance on formatting dissertations for electronic submission is here: <http://grad.uic.edu/cms/?pid=1000938> The Graduate College Thesis Manual has not yet been updated to reflect the move to electronic submission but is still useful: https://grad.uic.edu/pdfs/ThesisManual_rev_07April2009.pdf.
4. If you have any questions about formatting they should be directed to your advisor and the DGS. Formatting can be surprisingly time consuming so do not leave this to the last minute. You should send a copy of the formatted dissertation to the DGS to make sure that the format is acceptable. Please send only PDF files since formatting in word processor files is often platform dependent. Please allow a week for the DGS to review the formatting.
5. There is a description of the electronic submission process here:
<http://grad.uic.edu/cms/?pid=1000916> If you have any questions about the forms you should contact Valerie.
6. If you have any questions about the forms or other details of the submission procedure contact Valerie. If you have any questions about the formatting requirements contact the DGS.
7. Remember that you do not have to be registered when you submit your thesis, just when you defend.

Revised 8/2015