To-Do list for Graduating Students (read all steps!)

Review the [Step-by-Step Guide to Graduation](http://www.udel.edu/gradoffice/polproc/steps.html) on the Grad Office’s web site. It is highly recommended that you use one of the approved UD Thesis Styles to format your thesis. The Graduate Office will review the formatting and if it is not up to their specifications, it could delay your graduation. See the IT Help Center’s web site for recorded Thesis Formatting sessions. <http://webapps.css.udel.edu/calendar/>

These steps will guide you through your final weeks, to completion.

1. Email me a **pdf** copy of your thesis after you defend (PhDs only) and after your advisor/committee has given final approval. I need to approve the formatting BEFORE you print the signature pages on bond paper. In the meantime…… (step 2)
2. Purchase 25% cotton bond paper (UD Bookstore or elsewhere) on which to print your signature pages, and your entire thesis (NOT YET!) for the department. Check with your advisor to see if he/she wants a printed and bound copy of your thesis. If they do, purchase enough bond paper for their copy as well.
3. Once I have approved the formatting, print **3** copies each of your **Title** page and **Abstract** page(s), and **5** copies of your **Signature** page(s).
4. Send a pdf version of your thesis to the Dean’s secretary, Crystal Maccari at maccari@udel.edu and let her know you will be dropping off your signature pages for the Dean to sign after the Chair signs them. Your advisor/committee signs first, then the Chair and then the Dean.
5. Email the Graduate Office to schedule an apt. to submit your thesis/dissertation by the [due date](http://grad.udel.edu/policies/step-by-step-guide-to-graduation/#submission-dates).
	1. Master’s (thesis) students, email Eileen Burget at eburget@udel.edu
	2. Doctoral (dissertation) students, email Mary Martin at marym@udel.edu
	3. To the meeting, take the following:
		1. [Survey of Earned Doctorates](http://grad.udel.edu/wp-content/uploads/2018/05/SED_Quex_2019.pdf) (printed on regular paper)
		2. 3 copies of your Title page (ii-v are all printed on bond paper)
		3. 5 copies of your first Signature page (more if you would like extras)
		4. 3 copies of your committee Signature page (print 5 copies and have all 5 signed)
		5. 3 copies of your Abstract (single-sided)
		6. Dissertation Defense form (for PhDs only), if not already submitted to the Grad Office
6. After submitting electronically to the Graduate Office, Eileen will review the formatting for all theses/dissertations and will let you know if further corrections are needed. Once Eileen gives final approval of the formatting, print a paper copy (single-sided) of your entire thesis/dissertation for the department, on the cotton bond paper. If your advisor requires a copy, print one for them as well. I DO NOT recommend printing the final copies on the small printers in your grad office. Instead, I recommend Staples, FedEx/Kinkos, University Printing, etc. for a high quality print job.
7. Bring the paper copy/copies to me and I will handle the binding process.
8. Before leaving UD, please return any keys, UD credit card or other department-issued items to me (or Rosalie, for Coastal students). Do not leave these items with another student or a faculty member.

Dissertation Defense: If you need help scheduling a room for your defense, please email **me** (Chris Reoli) with the date, time and location of your defense. Please complete [Certification of Doctoral Dissertation Defense](http://www.udel.edu/gradoffice/forms-new/certification_doctoral_dissertation.pdf) form prior to your defense.

International Students: If you are an international student and are applying for OPT, please visit the OISS web site for instructions. It may take up to 90 days (or more) to receive your EAD/OPT card.

If your plans have changed, and you will not be graduating this semester, please email me asap.

Best of luck in your final semester!

Chris