

To-Do list for your final semester (read all steps!)

1. For doctoral students scheduling a **virtual dissertation defense**, it is recommended that you create a Zoom meeting for your committee only, and Livestream via YouTube for the attendees. This reduces the chance of disruption when attendees come and go during your presentation. This is just an option.
2. Once the defense has been scheduled, the Graduate College requires you to complete the [Doctoral Dissertation Defense Notification Form](#). Please send me the same information at least 1 week prior to your defense, so that the Graduate Academic Advisor can send out an announcement to the CEE Community.
3. For all students - once your advisor has approved the final edits for your master's thesis or doctoral dissertation, you will need to format your paper, according to the university's specifications. This is done using the [thesis/dissertation styles and manual](#).
4. Your thesis/dissertation should be submitted to **iThenticate** well before you are ready to submit your paper to the Graduate College so please ask your faculty advisor to submit, on your behalf.
5. Review the [Step-by-Step Guide to Graduation](#) 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 (**fewer corrections are needed if you use the LaTeX template**). Formatting corrections are often the reason for delayed graduation and the Styles will help prevent delay. See the IT Help Center's web site to view their recorded [Thesis Formatting sessions](#).
6. Create a "signature" document and name the document as such; "first name_ last name thesis signatures". The document should contain the following pages:
 - Title page (no page number)
 - Signature page(s) (no page numbers)
 - Abstract page(s) (page numbers should be the same as they are in your full thesis)
 - **NOTE**: Faculty should sign only the signature document, not your full thesis.
7. Send your signature document and your full thesis to: 1) faculty advisor, 2) committee members (PhD only), 3) Chair, 4) Dean. For the Dean's signature, please send both documents to Lisa Katzmire at katzmire@udel.edu. Lisa will email you when the Dean has signed it and will cc the Graduate College on the email. Someone from the Graduate College will contact you with next steps.
8. Before leaving UD, please return any keys, UD credit card or other department-issued items to the main office. Do not leave keys with another student or a faculty member. If we never receive the keys, your \$25 key deposit refund may be forfeited.
 - If you are an international student and would like to apply for OPT, please contact OISS. It may take up to 90 days to receive your OPT card. More information can be found [here](#).