



**EDS Final Dissertation, Exam, Deposit, and Graduation Checklist**  
**DRAFT – BUT POSTING FOR NOW... STILL NEEDS TO BE FORMATTED AND CLEANED UP**

*The Final Exam process can take six months to complete  
 Many of these steps are not linear and may not go in the order listed  
 This checklist does not repeat everything found on our website, but it includes the most common things.*

## Other Resources

<a href="#">Formatting</a>	<a href="#">Submission Instructions</a>	<a href="#">Rubrics</a>	<a href="#">Thesis Office Resources</a>
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## Final Dissertation and Defense Planning – Administrative Steps

Check your Transcript	Confirm there are grades for all previous courses (except any 599 credits - those aren't updated until after your final deposit). You should have 64 credits in time for graduation.
<a href="#">Register</a> for 599	Register during the term/semester when you have been approved to schedule your examination.  The number of credits will depend on how many credits you need to reach 64. If you have surpassed 64 credits, then register for one credit (the university charges you the same whether it is 0 or 1 credit). (Reminder, you need permission in order to register.)
Decide if you will attend the University's formal graduation ceremonies	
Sign up to attend a graduation ceremony by the deadline	<a href="#">Commencement Eligibility website</a>
Tentative approval from Dr. Francis to schedule final examination	Based on the quality of your Chapter 4 submission, we may be able to tentatively schedule your final defense. But this date is tentative until your manuscript is approved by your advisor.
Apply for graduation using <a href="#">Self Service</a> by the deadline (10 <sup>th</sup> day of the semester you hope to graduate)	If you miss the deadline to apply for graduation through Student Self-Service, you will need to fill out two forms.  <ol style="list-style-type: none"> <li>1. Complete and submit both the '<a href="#">Graduate Student Request Form (Petition)</a>' to request a late add to the upcoming Degree List <b>and</b></li> <li>2. the '<a href="#">Add/Remove from Degree List</a>' form.</li> </ol>
Committee Request Form	<a href="#">Final exam committee form</a> filled out (your committee details can be found on your EDS Progress Report and the Final Dissertation and Defense Checklist Form)
Forward your Committee Request Form to Dr. Francis	After you fill out the committee request form, forward it (or take a screenshot) of the completed form to provide confirmation that the required form has been filled out with the correct details. This avoids emergency issues closer to your defense date.
Remove yourself from the Degree List	If for some reason you are unable to meet the required deadlines, but you added yourself to the degree list, you'll need to petition to have yourself removed from the degree list



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## Final Dissertation and Defense Planning – Your Manuscript and Presentation

Complete Relevant Admin Updates	
Draft Chapter 4	Guidance can be found in the community and on our website  <a href="https://ldlprogram.web.illinois.edu/dissertation/courses/final-dissertation/">https://ldlprogram.web.illinois.edu/dissertation/courses/final-dissertation/</a>
Draft your Final Defense Presentation	Create a draft PPT prior to or during your draft of Chapter 4. 15-minute presentation Avoid too much text and focus on the findings and implications of your dissertation When to create this: Creating your presentation in tandem with Chapter 4 can help you ensure you have the most salient findings clearly articulated. You will find that both evolve together and starting one before the other may help you – every student is different.  1. Prepare a 15-minute oral presentation and present to your peers (30-minute peer session). Their feedback will help you prepare for your final defense committee presentation. 2. Present your final defense (15 minutes) to your committee in a 60-minute session. 3. Revise your work based on your committee feedback during the final defense oral exam.
Submit Chapter 4 to Dr. Francis for Preliminary Review	Ensure all formatting and submission requirements are followed
Schedule a Writing Session with Dr. Francis	Depending on the quality of your initial submission, you may be encouraged to schedule a writing session with Dr. Francis to work through revision recommendations.
Schedule an Advising Session with Dr. Kalantzis	Come prepared with a mini presentation to walk her through your results, findings, and implications. Bring with you a sample of how you have drafted your results and findings to determine if your approach is suitable to discuss after your presentation
Draft Chapter 5	
Submit Chapter 5 to Dr. Francis for Preliminary Review	Ensure all formatting and submission requirements are followed
Update Chapter 1	You can be working on this while you are collecting data, but return to it once your findings are complete
Ensure Chapters 2 and 3 are relevant and updated accordingly	You can be working on this while you are collecting data, but return to it once your findings are complete Update Chapter 3 to be past or present progressive tense Revise chapter 3 for any significant methodological changes Expound on your analysis if your research proposal was sparse in this area



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Draft Reviewed by a Copy Editor	<p>You want submissions to be of high quality and for the writing style and word choices to amplify the meaningful contributions you are making and not detract from it.</p> <p>Depending on the quality of your original draft, you may need to procure a copy editor earlier. Some students are able to wait until their final version to have it fully copy edited.</p>
Submit Final Draft to Dr. Kalantzis	Dr. Kalantzis will determine if you can advance to examination
Dr. Kalantzis' approval to proceed to examination	Committee-version of manuscript sent to Dr. Francis at least two weeks prior to the examination – make sure no change notes, no tracked changes, no comments, etc. Correct title page, etc. A clean version ready for committee's eyes with the correct filename convention (your name, work type, brief description, date) . She will then distribute your work to your committee
PPT sent to Dr. Kalantzis and Dr. Francis, and receive approval	

### Final Dissertation and Defense Approval – Your Manuscript and Presentation

Confirmation of examination date and time	Dr. Francis will confirm your final defense date and your peer presentation date.
Committee-version of manuscript sent to Dr. Francis	Send at least two weeks prior to the examination – make sure no change notes, no tracked changes, no comments, etc. Correct title page, etc. A clean version ready for the committee's eyes with the correct filename convention (your name, work type, brief description, date). Dr. Francis will then distribute your work to your committee.
Monday night's peer presentations per schedule	(our normal zoom link)
Tuesday's* committee presentation	(different zoom link; in the calendar invite)
	After your defense, refer to the <a href="#">Deposit</a> page



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## Final Deposit

Review all Deadlines	<p>Program          Department/College  <a href="#">Thesis Office</a></p> <p>Be sure to leave time between your first Graduate College deposit and the deposit deadline just in case the Graduate College has any required edits. All edits <b>MUST</b> be completed and approved by the deposit deadline.</p> <p>Each review cycle could take up to a week depending on the timing of your submission and volume of other submissions, however, we do not control how long the department or thesis office will take – allow ample time.</p>
Revise Manuscript in Response to Committee Feedback	Your committee will have feedback during the final defense; this is common Maintain a change note document to provide to your advisor as a part of your final submission
Items Required by the Thesis Office	Ensure all Thesis Office-required items are completed in advance of the relevant deadlines <a href="https://grad.illinois.edu/thesis/required-items">https://grad.illinois.edu/thesis/required-items</a>
Submit Final Manuscript and Change Notes to your Advisor	
Advisor Approval	Faculty advisor must submit an email to the department with committee members copied indicating the manuscript has been approved Revise accordingly – at this stage additional revisions are typically minimal
Department Approval	Submit your final dissertation to the department contact as a PDF for deposit approval; revise accordingly. The department reviews all manuscripts, mainly for formatting. If you follow the EDS Milestone Formatting Checklist, this will minimize the revisions required <ul style="list-style-type: none"> <li>• Online-coded students: Jena: <a href="mailto:jrooseve@illinois.edu">jrooseve@illinois.edu</a></li> <li>• On-Campus-coded students: Linda: <a href="mailto:ls9@illinois.edu">ls9@illinois.edu</a></li> </ul>
Thesis Office Approval	Submit your final dissertation to the Graduate College as a PDF for deposit approval; revise accordingly.
Final Files Sent to LDL Program for posting on LDL website	Send a PDF copy of your final deposited dissertation and your final defense presentation slides to the Dissertation Advisor to be added to our LDL Alumni Dissertation page.
LDL Exit Survey and Spotlight Submission	