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.
- 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 ________________