**Steps for Candidacy and Forming a Dissertation Committee**

1. Establish advisor
2. Review the resource titled, 5.1 Candidacy Requirements
3. Complete coursework as agreed upon with advisor
4. Complete departmental requirements (e.g. qualifiers, proposals, work experience)
5. Pass preliminary exams Candidacy Deadlines
6. Complete Advance to Candidacy Form and send to Rackham for review
7. Approve Advance to Candidacy
8. Form dissertation committee after reviewing guidelines
9. Complete Dissertation Committee Form and submit to Rackham for review
10. Approve dissertation committee

**Steps for Research and Writing of Dissertation**

11. Learn about formatting and templates in Microsoft Word | Sign up for a workshop
12. Review Abstract and Dissertation Format Guidelines and Most Common Formatting Errors
13. Review the resources titled, Completing the Doctoral Degree Requirements and 5. Doctoral Requirements
14. Define and shape research in consultation with chair (use Current Research at University of Michigan and ProQuest Digital Dissertations as helpful resources)
15. Consult with a library subject specialist and conduct a literature review (also check Library borrowing privileges and reserve a study carrel)
16. Utilize a bibliographic management tool | Sign up for a workshop
17. Conduct research
18. Write and revise dissertation/abstract (iterative)
19. Obtain information on copyright law (refer to ProQuest)
20. Hold pre-defense meeting with dissertation committee
21. Revise dissertation/abstract as necessary (use Graduate formatting guidelines)
22. Review Abstract and Dissertation Format Guidelines and Most Common Formatting Errors to confirm correct formatting

**Steps for Defense and Evaluation**

23. Register online for Rackham group pre-defense meeting and submit date, time and location of oral defense
24. Attend scheduled group pre-defense meeting and bring a copy of dissertation to note any formatting corrections
25. Get evaluation forms (instructions) from Rackham and deliver to committee members with a copy of the dissertation and abstract, at least ten business days before the defense
26. Return evaluation forms (instructions) to Rackham three business days before defense
27. View your committee on Wolverine Access to verify that all evaluations have been returned to Rackham
28. Pick up packet from Rackham and deliver packet of completed evaluations, Final Oral Examination Report and Certificate of Dissertation Committee Approval Form to the dissertation committee chair at the defense
29. Do oral defense of dissertation
30. Return Final Oral Examination Report to Rackham
31. Submit final dissertation/abstract revisions as necessary to committee chair
32. Return the Certificate of Dissertation Committee Approval Form (Instructions) to Rackham
33. Prepare for post-defense meeting with Rackham and bring all paperwork requirements
34. Attend post-defense meeting with Rackham and complete all requirements
35. Check Wolverine Access for financial status

**Steps for Degree Conferral**

36. Approve degree for conferral if all degree requirements are met
37. Receive diploma at commencement (April/May and December only) or the Diploma division of the Registrar's Office will mail it approximately two weeks after conferral date