Ph.D. Thesis/Dissertation Instruction Checklist

☐ Submit Thesis/Dissertation Defense Approval Form for signatures (send to Crystal Frank at cafrank@alaska.edu to help with gathering signatures)

☐ Complete thesis/dissertation revisions as requested from Advisory Committee.

☐ Revisions need to be approved by Advisory Committee.

☐ Thesis/Dissertation Approval Form can be generated and submitted for signatures (send to Crystal Frank at cafrank@alaska.edu to help with gathering signatures).

☐ Once approved by Advisory Committee send to Department Chair for review (send to Department Chair no later than November 1st)

☐ Department Chair may request revisions. Revisions again must be approved by Advisory Committee then the Department Chair.

☐ Once Department Chair approves thesis/dissertation without any more revision request, thesis/dissertation is submitted along with Thesis/Dissertation Approval Form to the CLA Dean by November 13th (send to Crystal Frank at cafrank@alaska.edu to help with tracking, she will send to the CLA Dean).

☐ CLA Dean may request revisions. Revisions again must be approved by the Advisory Committee, then the Department Chair and the CLA Dean.

☐ Once CLA Dean approves thesis/dissertation without any more revision request, thesis/dissertation along with the signed Thesis/Dissertation Approval Form is submitted to the UAF Graduate School on ProQuest.

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