

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.