

The Thesis/Dissertation Planner

Preliminary Tasks:			
Final Due Date	Completed?	Item to Complete	Weblink
		Bookmark this website and use it as a resource for the entire process	<u>Thesis & Dissertation</u>
		Select a chair for your committee	<u>Learn How to Select Chair</u>
		Review the dates and deadlines with your committee chair to establish a schedule to meet your graduation goals.	<u>Review Dates and Deadlines</u>
		Establish your committee in consultation with your chair	<u>Establish Committee</u>

The Proposal:			
Final Due Date	Completed?	Item to Complete	Weblink
		Give your proposal to your committee for review prior to the proposal meeting	-
		Review the proposal approval forms for any copyright issues. If you need assistance, email copyright@ilstu.edu for assistance.	<u>Review Proposal Approval Forms</u>
		Hold your proposal meeting and take the proposal approval form to the meeting for your committee members to sign	<u>Proposal Approval Form</u>
		Complete your IRB approval *not all students will need IRB*	<u>IRB Approval Information</u>
		Submit the proposal approval form to the Graduate School after the committee signs off, the IRB number is inserted, and the copyright checklist is signed off on	-

Collecting Data & Writing the Results:			
Final Due Date	Completed?	Item to Complete	Weblink
		Start collecting data once the proposal approval form is approved.	-
		Begin writing the results using the online template for formatting	<u>Thesis Writing Tips</u>



The Defense:			
Final Due Date	Completed?	Item to Complete	Weblink
		Complete your thesis/dissertation	-
		Create a ProQuest account	Create ProQuest Account
		Submit a complete draft to ProQuest	-
		Once a complete draft is submitted, you can request a format check with the Graduate School. This is optional but may expedite the finalization process after the defense.	Request a Format Check
		If changes were made to your copyright checklist, resubmit that portion of the Proposal Approval form.	Proposal Approval Form
		Complete the Right to Defend form and submit electronically to dissert@ilstu.edu or bring in a physical copy to Hovey 208. If you have made any changes to the committee a committee change form needs to be submitted at the same time.	Right to Defend Form
		Determine what notification procedures need to be followed within your department.	-
		Hold the defense, take the Outcome of Defense form with you in case the committee is ready to sign it.	Outcome of Defense Form
		Make corrections and get approval by your committee chair to submit the final copy to ProQuest.	Learn About Submitting Final Copy
		Submit the Outcome of Defense form and the Final Deposit Checklist	Submit Outcome Defense Form and Final Deposit
		Continue to check your ISU e-mail account for corrections until the thesis/dissertation is finalized in the Graduate School	-

