

## 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	<a href="#"><u>Thesis &amp; Dissertation</u></a>
		Select a chair for your committee	<a href="#"><u>Learn How to Select Chair</u></a>
		Review the dates and deadlines with your committee chair to establish a schedule to meet your graduation goals.	<a href="#"><u>Review Dates and Deadlines</u></a>
		Establish your committee in consultation with your chair	<a href="#"><u>Establish Committee</u></a>

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 <a href="mailto:copyright@ilstu.edu">copyright@ilstu.edu</a> for assistance.	<a href="#"><u>Review Proposal Approval Forms</u></a>
		Hold your proposal meeting and take the proposal approval form to the meeting for your committee members to sign	<a href="#"><u>Proposal Approval Form</u></a>
		Complete your IRB approval <b>*not all students will need IRB*</b>	<a href="#"><u>IRB Approval Information</u></a>
		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	<a href="#"><u>Thesis Writing Tips</u></a>



The Defense:			
Final Due Date	Completed?	Item to Complete	Weblink
		Complete your thesis/dissertation	-
		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.	<a href="#">Request a Format Check</a>
		Create an ISU ReD account	<a href="#">ISU ReD</a>
		Submit a Complete Draft to ISU ReD	-
		If changes were made to your copyright checklist, resubmit that portion of the Proposal Approval form.	<a href="#">Proposal Approval Form</a>
		Complete the Right to Defend form and submit electronically to <a href="mailto:dissert@ilstu.edu">dissert@ilstu.edu</a> 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.	<a href="#">Right to Defend Form</a>
		Determine what notification procedures need to be followed within your department.	<a href="#">Plan Your Defense</a>
		Hold the defense, take the Outcome of Defense form with you in case the committee is ready to sign it.	<a href="#">Outcome of Defense Form</a>
		Make corrections and get approval by your committee chair to submit the final copy to ISU ReD	-
		Submit the Outcome of Defense form and the Final Deposit Checklist	<a href="#">Submit Outcome Defense Form and Final Deposit</a>
		Continue to check the email affiliated with your ISU ReD account for corrections until the thesis/dissertation is finalized by the Graduate School	-






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