

Processing Forms and Requirements From Proposal thru Graduation (Ph.D. in Education)

1. **Fill Out Dissertation Proposal Defense Form:**
 - a. **Committee Signatures:** Once your oral defense has been approved, each Committee member signs a hard copy of the approval form at the defense meeting.
 - b. **IRB #:** Before the approved Proposal Defense form can be submitted to the Graduate School, the IRB proposal connected with your dissertation also needs to be approved. When it is approved, you are assigned an IRB # - that number should be inserted on the Proposal Defense Form as well.
 - c. Then the Dean at RIC (Education) signs hard copies of Proposal Form
2. **Submit Proposal Defense Form to URI Graduate School:**
 - a. Bring hard copy of signed form (with the IRB # included) to URI Research Office so they can sign off.
 - b. Bring hard copy of signed approval form to Dean at URI Graduate School for signature.
3. **Check Deadlines for Graduation:**
 - a. Check when Nomination for Graduation forms should be submitted (usually 2nd month of semester)
 - b. Check deadlines for submissions to the Graduate School for final copies.
4. **Write your dissertation ([USE THE TEMPLATE ON THE GRADUATE SCHOOLS PAGE](#))**
 - a. Notes about template (to do BEFORE dissertation defense):
 - i. Change signature page and typed signature page in template to be “Dissertation Committee” instead of “Thesis Committee”
 - ii. Remove heading on library rights page and signature pages.
 - b. **Upload a solid copy of your dissertation to [Proquest Formatters](#)** well ahead of time – they will give you important feedback on formatting issues and they are fine if some content is revised after
5. **Submit Final Dissertation Paperwork:**
 - a. DUE TO GRADUATE SCHOOL TWENTY (20) CALENDAR DAYS BEFORE DEFENSE→ Signed Dissertation Setup Sheet & ONE (1) Defendable copy of dissertation in a manila envelope with title page taped to front – The order of signatures on setup sheet: Committee→ Outside Chair→ Major Professor→ Co-Director (RIC)→ Co-Director (URI)
 - b. The Graduate School will notify you when your package is ready for pickup→ bring envelope and the paperwork you receive from the Graduate School to your outside chair
 - c. Bring “Notice of Defense” forms to committee members; the co-directors will receive these directly from the graduate school
 - d. Do an AWESOME JOB AT YOUR DEFENSE!
 - e. Committee signs “Oral Examination of Dissertation Defense” form
 - f. Get co-directors’ signatures on Oral Examination of Dissertation Defense form
 - g. Make copies for co-directors and yourself, then deliver your signed defense form to Graduate School
6. **Revise and Submit Final Dissertation**
 - a. Make any edits you need to. Upload PDF of Dissertation to [ProQuest](#) (be sure to NOT include the library rights page and hand-signed signature page) in this version *Can be done before the defense as well
7. **Complete the [Doctoral Commencement Questionnaire](#) and [Survey of Earned Doctorates](#)**
 - a. Email Doctoral Commencement Questionnaire to [graduate school](#).
8. **Once ETD Administrator/ProQuest (the formatter) accepts digital copy, bring the following to the Graduate School (see [checklist](#)):**
 - a. Oral Examination of Dissertation Defense form
 - b. Library Rights form
 - c. Hand-signed Signature page (additional copies if you’d like more than one signed)
 - d. 1 Final copy of Dissertation (in manila envelope with short title cover page taped to front- title has a 40-character strict maximum, including spaces and punctuation), name, advisor’s name, and department)
 - e. Certificate of Completion for [Survey of Earned Doctorates](#)