**Graduation Checklist for Dissertation and Thesis Students**

**Before your Defense**

* Apply to graduate on BearWeb if you are graduating in the same term in which you’re defending.
* Run an audit on UAchieve. Discuss any incompletes or unfulfilled requirements with your department administrators or GPD.
* Check relevant submission, defense, and regalia purchase deadlines on the [Graduate Academic Calendar](https://www.baylor.edu/calendar/index.php?id=968802).
* Formulate your committee based on our [committee guidelines](https://www.baylor.edu/graduate/index.php?id=986316).
* Begin formatting your dissertation or thesis using [Baylor Guidelines](https://www.baylor.edu/graduate/index.php?id=959284).
* Check that your department has submitted an Announcement of Oral Exam form at least 10 days before your defense. Do NOT submit this yourself.
* Schedule your [Preliminary Technical Review](https://www.baylor.edu/graduate/index.php?id=985379) using the online scheduler. Reviews must take place at least 14 days prior to your defense.

 **In preparation for your review:**

* Complete your document formatting.
* Prepare your signature page for approval at your review.
* Upload those documents to our submission portal (Vireo) following the instructions online.

**Defense**

* Obtain signatures from your committee members on your pre-approved signature page.
* Obtain the signature of your department chair on your pre-approved signature page.

**Within 10 Days after Your Defense**

* Upload your manuscript to Vireo after you’ve completed all necessary formatting revisions as well as content revisions required by your committee.
	+ Reply promptly to any emails from our submission portal asking for additional revisions in the following weeks. Revisions should be made within 48 hours of receiving feedback.
* Discuss copyright and embargo options with your committee chair.
* Submit the Copyright and Final Approval Form online, which will trigger an automated email to your committee chair for approval. (\*This form is new. We no longer use PDF versions of this form.)
* Follow up with your committee chair after submitting your Copyright and Final Approval Form to ensure that they have approved it.
* Check that your department has submitted the Results of Oral Exam form online.

**In the Weeks Following Your Defense**

* Once all forms and manuscript revisions have been completed, look for an email through Vireo confirming that your dissertation or thesis has been approved.
* After approval, download the final approved version of your manuscript to use for future copies.

**All doctoral students (PhD, PsyD, EdD, etc):**

* Upload your final approved version of your dissertation to ProQuest following instructions in your approval email. Read our FAQs related to ProQuest submission and copyright first.

**PhD students only:**

* Complete the Survey of Earned Doctorates using the link in your Vireo approval email.

*Two to three days after you’ve completed this checklist,*

*run another audit to ensure all requirements have been cleared, including “Approval of Final Dissertation/Thesis.”*