Pre-Defense to Publication

A Checklist for Graduate Students

BEFORE THE DEFENSE

Map Out Your Schedule to Graduation

☐ Visit http://gradschool.utah.edu/thesis and find the target dates for manuscript submission.

> **NOTE** Manuscripts submitted after the target date are processed based on capacity of the Thesis Office and are not guaranteed to be processed for graduation that semester.

☐ Schedule your defense date with your department so that you have time to make revisions your advisors may suggest and still submit your manuscript before the Thesis Office target dates.

> **NOTE** As you plan your defense, be aware that University policy requires that you submit your manuscript to your committee at least two weeks before the defense date. See "Administrative Preparation for the Defense" below.

☐ Visit http://registrar.utah.edu/graduation/index.php and find the deadlines for applying for graduation.

> **NOTE** Be aware that there is a separate deadline for students who wish to graduate Summer semester but walk in Spring's Convocation exercises.

☐ Talk with your Graduate Coordinator or check your online records to make sure you are on track for graduation.

Some items to double-check:

☐ Do you have documentation of your language verification? (if required by your department)

☐ Are there any outstanding grades issues that need to be resolved? (Missing grades, or grades marked "E," "I," or "T," can disrupt the graduation process)

☐ Have you paid all outstanding tuition and other fees?

Self-Check Your Manuscript

☐   Read the Thesis Handbook to learn the formatting guidelines for manuscript submission: http://gradschool.utah.edu/thesis/handbook.

☐   ***Optional*** Download an appropriate manuscript template to streamline the formatting process. Templates can be found here: http://gradschool.utah.edu/thesis/thesis-templates.

>   **NOTE**   Using templates provided on the Thesis Office website does not guarantee that the manuscript will be free of formatting errors. You will still need to check your manuscript against the requirements found in the Thesis Handbook.
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>   **NOTE**   Only the LaTeX templates linked on the website are approved by the Thesis Office.

☐   Review the Frequently Asked Questions to resolve potential problems: http://gradschool.utah.edu/thesis/frequently-asked-questions-2.

☐   Know what style guide (sometimes called a citation guide) you are using by asking your department or checking against the official list: http://gradschool.utah.edu/thesis/department-approved-style-guides-2.

>   **NOTE**   You **must** identify a style guide before submitting your manuscript so that the Thesis Office can check that your citations and other textual style issues are correct. Applications used for processing citation information, such as LaTex and EndNote, are not considered style guides.

Preliminary Review

The Preliminary Review by the Thesis Office is meant to take place after you have written one or two chapters. It is offered to you as a way to find out about formatting requirements early on in the manuscript process. It is not required, but it is highly recommended. Students who have had a preliminary review and submit their manuscripts on time are far more likely to pass the Thesis Office process in the semester they submit. **Please note that a preliminary review does not replace reviewing the Handbook.** Preliminary reviews submitted after the target date are processed based on capacity of the Thesis Office and are not guaranteed to be processed that semester.

☐   To submit a manuscript for Preliminary Review, please follow the instructions on the Thesis Office website: https://gradschool.utah.edu/thesis/manuscript-submission.php

Other Resources

☐ Attend a free Dissertation/Thesis Writing Bootcamp. Check the calendar for dates: https://content.gradschool.utah.edu/thesis/dissertation-writing-boot-camps/

☐ Visit the Graduate Writing Center: https://writingcenter.utah.edu/grad-student-services.php

☐ Use Grammarly on your manuscript. The Graduate School has purchased a subscription which provides Grammarly Premium software to all University of Utah graduate/professional students at no cost to the individual. To activate your free account, visit https://gradschool.utah.edu/resources-hub/grammarly/index.php

☐ Attend a Thesis Office Formatting Workshop or presentation. Check the calendar for dates:

☐ Schedule a 30-minute Virtual consultation with an Editor. Make an appointment on the website:

☐ Visit the Thesis Office YouTube channel for tips and tricks that will help expedite the approval process: https://www.youtube.com/channel/UCRKjqqFAU-_CqAGkYIYkBvw

Administrative Preparation for the Defense

These requirements may be done by you or by your Graduate Coordinator. Check with your department's office to confirm who is responsible for these items.

☐ Provide a copy of your manuscript to your supervisory committee members at least two weeks before the defense.

> **NOTE** The requirement of two weeks is University policy for manuscripts. Some departments, however, require that manuscripts be handed in earlier than two weeks prior. Check with your department for specific rules regarding defense submission.

Copyright Information

If you have previously published material in your dissertation, follow the steps below to conform to federal and University copyright codes.

☐ For all published materials, reach out to the publisher to obtain permission to duplicate copyrighted material. Many publishers have their own permission forms or make forms available at http://www.copyright.com. If you are published with a company that does not have its own permission form, you may use the University forms here: http://gradschool.utah.edu/thesis/forms.

THE UNIVERSITY OF UTAH

☐ If you have collaborated with someone on published material, you will also need to obtain a release from your co-authors, including any committee members who served as co-authors. A link to the electronic submission form for the gathering of the legal release(s) required is located on the Thesis Office website on the electronic submission page.

DURING THE DEFENSE AND IMMEDIATELY AFTER

☐ Relax! You're going to do great.

☐ Get University ID numbers (UNIDS) from your supervisory committee and department chair.

> **NOTE** Signatures from the supervisory committee and the department chair are gathered electronically through the OnBase system. Students will enter their committee members' UNIDS, then emails with links to the approval forms will be sent automatically for the committee members and department chair to sign.

> **NOTE** The majority of signatures is all that is needed for the Thesis Office to process your manuscript. Manuscripts remain in a holding queue until the department chair and the majority of the committee members have signed the electronic forms. The signature of the dean of The Graduate School is given later in the process, after the final manuscript is approved by the Thesis Office editor.

☐ Make adjustments and revisions to your manuscript based on the directions of your supervisory committee.

☐ Re-check your manuscript to determine that you are following the formatting requirements according to the Thesis Office.

> **NOTE** Remember that revisions you make after the defense can change formatting settings for things such as subheadings, figure and table placement, footnotes, and other items. Make sure to check these elements carefully before submitting.

AFTER THE DEFENSE: FORMAT REVIEW

☐ Fill out the Manuscript Submission Form, available on the website: https://content.gradschool.utah.edu/thesis/online-thesis-submission/

> **NOTE** In order to enter your Committee Members' information, you simply select "Defended" under "Manuscript Type" and "Initial Review" under "Manuscript Submission Type." This will open a dropdown menu entitled "Supervisory Committee and Department Chairs." Once you fill out their names and UNIDs, they will be notified by email that your submission is pending their approval in the form of a digital signature on

THE UNIVERSITY OF UTAH

the Approval form.

NOTE It is the responsibility of the student to ensure that signatures come in from their committee members and department chair in a timely manner. Students will receive confirmation emails as signatures are submitted. Students should track these emails and follow up on any missing signatures directly with their committee.

NOTE Once these signatures are received, the manuscript will move into the working queue. Approved manuscripts are reviewed by editors within 2 business days. They are processed in the order in which they are received.

☐ *Optional* Follow your progress in the queue for Formatting Review by visiting http://gradschool.utah.edu/thesis/thesis-manuscript-tracking and inputting your standard UNID and password.

☐ Correspond with your Thesis Office Editor regarding any necessary changes to the manuscript and/or missing documentation.

AFTER THE DEFENSE AND EDITING PROCESS: UPLOADING TO PROQUEST

Once your manuscript has been approved by the Thesis Office, you will receive an email describing the procedure for uploading your manuscript to ProQuest. Follow these instructions carefully. In addition, here are some other tasks you should do as you get ready for graduation.

☐ Upload your manuscript to ProQuest by the date your editor gives you.

NOTE Sometimes the Thesis Office's review cycle stretches past the end of the semester. The Thesis Office will notify individuals who are still in the queue about their status and path to graduation. If you have questions about your status, email thesis@gradschool.utah.edu.

☐ Check your email frequently. Sometimes errors are discovered in the manuscript uploaded to ProQuest. If this is the case, an editor will email you through your ProQuest account. All corrections requested through ProQuest must be made before Thesis Release is granted.

VERIFICATION AND EXPEDITED PROCESSING

Circumstances may arise during the review process that put unique pressures on your deadlines or time to graduation. Below are a few common situations and the processes for managing them. Please note that these are documented as exceptions to the rules, and as such require extra work on your part and permissions from the managing editor. The checklists below are the steps you are advised to take to request an exception, but following this checklist does not guarantee that your request will be granted. Each semester has a unique workload for the Thesis Office, and the managing thesis editor will make decisions based on that semester's needs and employee availability.

REQUEST FOR VERIFICATION OF DEGREE PROGRESS

Governments, future employers or academic programs, and others may wish to know that you have passed your defense and are on track to graduate. The University offers two ways to give information to interested parties about your progress to graduation.

Unofficial Graduate School Letter

The Graduate School Dean will sign a letter on University letterhead that will let interested parties know that you have completed your defense and you are in the process of working on finalizing your manuscript with the Thesis Office. This is an informational letter and not an official University letter. It communicates that you are progressing toward your degree but does not guarantee that your degree will be awarded. You may request this letter at any time after your defense.

To request the Unofficial Graduate School Letter:

☐ Send an email with your name and uID number to thesis@gradschool.utah.edu requesting the letter. Letters are generally sent within one business day.

Official University Letter

The University of Utah publishes an official letter which confirms that you have earned your degree and will receive your diploma following the end of the semester. It only confirms this after all requirements for the degree have been met.

Before requesting the Official University Letter you **must**:

☐ Upload your manuscript to ProQuest and receive a final Thesis Release.

☐ Be cleared through the Graduate Records Office. The Graduate Records Office checks:

      ☐ you have applied for graduation in the correct semester

      ☐ Language Verification (if required by your department)

      ☐ Missing or unresolved grades (T, I, and E grades)

- ☐ Owed fees

- ☐ Committee Information submitted by the department

☐ Be uploaded into the Registrar's Office database. This typically happens the day after the Graduate Records Office clears you.

To request the Official University Letter from the Registrar's, you have two options: requesting a Statement of Degree Completion or submitting for an automatic verification letter.

To request a Statement of Degree Completion:

☐ Email graduation@utah.edu and request a "Statement of Degree Completion."

☐ Fill out the Request Form that the Registrar's Office sends you, and resubmit it. The Registrar's Office will provide you the Statement in physical form, or can email and/or fax it to you or another person.

> **NOTE** "Statement of Degree Completion" documents are **ONLY** issued in the first and middle portions of a semester. When the Graduation Office starts processing students for that semester's graduation, the Registrar's Office will no longer provide these statements. If you need a University Document after the Registrar's Office has stopped providing Statements of Degree Completion, follow the steps to request a Verification Letter below.

To request a Verification Letter:

☐ Go to https://registrar.utah.edu/transcripts/record-verification.php and look for "Custom Verification Letter." Read the section thoroughly and follow the instructions listed.

☐ Fill out the "Verification Request Form" and pay the fee of $15.00. The letter will be printed within 2-3 business days.

REQUEST FOR EXPEDITE

Students who have submitted their manuscripts before the target date have their manuscripts processed by the end of the semester, with the final Records approval process happening on or near the semester's final deadline (generally a week or two after semester finals). At times, an upcoming job or postdoc position requires a student to provide proof of graduation before the end of the semester. The Thesis Office has provided the option to request for expedited processing when there is a documented need for a student to have proof of graduation before the end of the semester.

Expedite requests are mitigated by many factors. Although the Thesis Office does its best to process all requests, not all expedite requests are approved, and receiving an approval for expedite does not guarantee that the manuscript will be ready by your individual deadline. The best guarantee for swift passage through the Thesis Office is to prepare thoroughly before submission and submit your manuscript well before the semester target dates.

To request for expedite:

☐ Submit your manuscript by the semester target dates. Expedite requests are not approved when the manuscript is submitted after the semester target dates.

☐ Determine if your employer or interested party needs an unofficial or official letter of your graduation status. If all they need is an unofficial letter, follow the steps listed above under "To receive an unofficial letter…". You will not need to request expedited processing.

☐ Determine the scheduling of your expedite request. The Thesis Office will need to know the **exact date by which you need your materials**, plus the dates of any other considerations. Remember that once the Thesis Office has given you a Thesis Release, your records will still need to be processed through the Graduate Records and Registrar's offices, a process that can take 2+ business days. Departments and other offices you work with may have similar time considerations. Set a clear schedule for when you need your materials, so that the Thesis Office can accurately weigh your request against the other requests it receives.

> **NOTE** It is extremely important to let the Thesis Office know as early as possible that you will need an expedite consideration. The more time the Thesis Office has to schedule the processing of your manuscript, the more likely you are to be granted the special consideration you are requesting.
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> **NOTE** Exactness is key! If you need your manuscript processed by August 25 and you say you need it by "the end of August," you probably won't receive your manuscript until August 31. The more precisely you set your schedule, the better equipped the Thesis Office will be to provide you with special treatment.

☐ Send an email requesting the expedite to thesis@gradschool.utah.edu. Provide documentation that demonstrates your need for an expedited review and the timeline you are requesting. This can take the form of a government document (such as a Visa request), job offer, email from a company representative, or other document. The documentation must be from the entity that needs your graduation status information.

THE
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☐ If your manuscript is not already formatted this way, re-format your submission so that

    ☐ There are no major formatting errors. (See https://gradschool.utah.edu/thesis/frequently-asked-questions-2/#meetsreq for a list of major formatting errors.)

    ☐ All figures and tables are at the end of the chapter in which they are first mentioned.

    ☐ There is no List of Figures or List of Tables if they are not necessary. (Lists are not required when there are fewer than 5 entries or more than 25.)

    ☐ Chapters which have been previously published are inserted as images of the PDF pages into your manuscript.

This formatting is the easiest for the Thesis Editors to check and speeds the expedite process.

☐ If your expedite request is approved, check your email frequently while your manuscript is under review. Make all corrections requested by your editor and return the manuscript by the deadline given to you.

    NOTE Being approved for expedited processing takes you out of the regular queue for manuscript processing. As a result, the online Thesis Manuscript Tracking tool will no longer give you accurate information about your progress. Use email—either to your editor or to thesis@gradschool.utah.edu—to determine your status.

☐ Once you have been cleared by the Thesis Office, you will need to formally request a "Custom Verification Letter" from the Registrar's Office. Follow the instructions above under "Official University Letter" to obtain this letter.