

I Am Graduating

Dissertation Submission Guidelines

1. Apply to graduate by filing the form with the Registrar's Office, and register to attend the Commencement ceremony. These are two distinct steps. Usually, the deadline to apply for graduation is about six months prior to the graduation day.
2. Take note of the last day of classes for the semester you are planning to graduate.
3. Before you start writing your dissertation, consult the following page, http://sci.odu.edu/sci/about/information/thesis/Thesis_Templates_new.shtml, or go to http://sci.odu.edu/sci/about/information/thesis/Thesis_Preparation.shtml and obtain a template and formatting instructions. You must use one of the templates listed on the website. If you are using LaTeX, you can use the "example.zip" to start with but also you have to download "Thesis_template.tex" and "ODUthesis.sty" and save them in your work folder. In "Thesis_template.tex", "\dept" is the College of Sciences' counterintuitive abbreviation for program (Computational and Applied Mathematics), not department. Also, note that the style file "ODUthesis.sty" is not compatible with LaTeX's ubiquitous subfigure and subcaption packages.
4. **When you write your dissertation, you need to have a Model Journal as your dissertation format for tables, pictures, graphs, references or bibliography, numbering of equations, etc.** A Model Journal can be any research paper that you will use as an example. Basically, you must format your dissertation as the Model Journal does: for instance, if they position titles above tables or figures, you must do the same. Likewise, you must follow the Model Journal's practices regarding (1) using "References" versus "Bibliography", (2) numbering references with "1" or "[1]", (3) listing reference citations – find the Journal's BibTeX package, (4) numbering equations to the left or right of the equation, etc. Find a research paper as your Model Journal that fits to your work; for example, if your dissertation contains tables and pictures, you must use a Model Journal that contains both of them. Keep the Model Journal with you because you will need it when you submit your dissertation to the Dean's Office. You must use only one Model Journal
5. A complete thesis or dissertation review package must be submitted to the [Associate Dean's secretary](#) in OCNPS 143 at least **three weeks prior** to the last day of classes for the semester. Therefore, your defense should be at least a few days before the day

that you are supposed to submit the review package to the Dean's Office. Please adhere to these guidelines.

6. Your Dissertation Committee, in consultation with the GPD, will determine the format of the Oral Dissertation Defense, and appoint the Examiners. You should send out a first draft of your dissertation to the committee members at least one month before your defense date. Check with your advisor for any additional information.
7. On the defense day, make sure that you have a D3 form (Result of Doctoral Examination or Requirement), D5 form (Doctoral Dissertation Acceptance and Processing), and (at least) five copies of the cover page of your dissertation. **NOTE: You must use 24 lb. Southworth 100% cotton fiber paper for the one copy of the cover page of your dissertation, and print on the side of the paper containing the watermark.**
8. Submit the final draft of your dissertation to the Associate Dean's secretary as mentioned in step 4. You need to bring a copy of the D3, D5, a Model Journal (a research paper that you used as an example for your dissertation as mentioned above), and your dissertation. Your dissertation draft will be reviewed for formatting, which may take 3 – 4 weeks. You may need to do some corrections on your dissertation. Send the corrected/last version to the Associate Dean's office and take the D5 form to the Dean's Office for the Dean's signature.
9. Take the signed D3, D5, and (at least) five copies of your dissertation to the Registrar's Office for submission. **NOTE: You must print one copy of your dissertation on 24 lb. Southworth 100% cotton fiber paper.** Copies of the dissertation must be single-sided prints. First, go to the cashier on the 2nd floor of Rollins Hall and pay the following fees: \$65 for microfilming and \$60 to bind five copies of the dissertation. Optional additional copies may be bound for \$18 apiece. You also have the **option** of copyrighting your dissertation (\$65) and making the dissertation open access (\$150). Note that the cashier does not accept credit cards. Second, on the first floor of Rollins Hall, submit all forms, dissertation copies, and your receipt from the cashier to the Registrar's Office. You will be required to fill out several additional forms, but the process finally concludes here.

* Based on "I Am Graduating!" by Chairat Modnak, Ph.D., class of 2013.
Updated by Drew Posny and John Gounley, '2014.