

# Department of Sociology and Criminal Justice Dissertation to Ph.D. Task List

*Revised 09/2017*

Below is a task list to help you go from dissertation proposal to graduation. Please note the forms required at each step. Some forms are submitted to the department (**these are in red, and go to 322 Smith Hall**) and others are submitted to the Office of Graduate Studies (these are in green, and go to 234 Hullihen Hall). All forms may be found at the following site by scrolling down to the bottom of the webpage: <https://www.soc.udel.edu/graduate-program/graduate-program>. Also, as you approach your final semester/graduation please be aware of the university deadlines for submitting your dissertation and application for graduation. A list of these dates can be found on the graduate office page: <http://grad.udel.edu/policies/step-by-step-guide-to-graduation/>.

## 1. Decide on a topic and choose a committee

- You must have successfully completed both of your comprehensive exams before defending your proposal.
- You must have a total of 4 committee members: 3 committee members from the department and one outside committee member (from another department at UD or another university). The committee chair must be from the Sociology/Criminal Justice department.

### FORMS:

#### To the department:

- **Supervisory Committee Form** (emailed to the Graduate Director and Department Secretary)

#### To the graduate office:

- Confirmation of Dissertation Committee  
<https://www.cis.udel.edu/downloads/Formcommitteeconfirmation.pdf>

## 2. Scheduling your dissertation proposal defense

- Work with your committee to determine when you will be ready to defend. Some committees require paper copies and will want you to make revisions before scheduling the defense. Some Chairs prefer seeing drafts before sending them out to the other committee members, so work with your chair on a plan.
- Once your committee agrees you are ready to defend find a date/time that works for everyone (including outside members who may have to phone in).
- Email the Department Secretary (Deanna) to make sure the conference room (321 Smith) is available during your scheduled time.

### FORMS:

#### To the department (10 DAYS BEFORE DEFENSE DATE):

- **Defense Notification Form** (emailed to Graduate Director and Department Secretary)
- A copy of your dissertation proposal

### 3. Dissertation proposal defense

- Arrive early to set up any technology (powerpoint, conference call for outside members).
- Your committee chair will be responsible for notifying the graduate director and graduate policy committee that you have passed.
- **FORMS:**  
To the graduate office:
  - Recommendation for Candidacy for Doctoral Degree  
<https://www1.udel.edu/gradoffice/forms/candidacyform.pdf>  
\*\*Note that all committee members and the Department Chair need to sign this form.

### 4. Writing your dissertation

- Human Subjects/IRB Approval
  - Does your research require IRB approval? You need to have an approved dissertation proposal BEFORE submitting an IRB proposal. Determine what type of approval your project may need by visiting the Research Office website: <http://www.udel.edu/research/preparing/humansub-protocolreview.html>
  - Have you completed Human Subjects Training? Some students complete this during the course of other research or in a class. If you have not completed it, you may attend an in-person training or an online training. See the Research website for more information: <http://www.udel.edu/research/training/> .
  - If your research requires IRB approval you will need to complete a proposal to submit to the review board; they are due a week or two prior to the actual meeting. The proposals are completed online ([www.irbnet.org](http://www.irbnet.org)). You will need to set up an account. There are forms to download and a place for you to upload documents. You will find more information about what needs to be included in your proposal (such as consent forms, questions, data storage, etc.). You and your committee chair will need to sign off on this.
  - Make sure to check the research calendar for a list of IRB meetings. Proposals that require a full board review are only heard once a month. If your proposal requires a full board review, you may have to appear in person with your adviser at the review. Others are approved on an on-going basis. You may be asked to make revisions or answer questions about your proposal. You cannot start data collection without this approval.
  - IRB approval needs to be renewed every year while you are still collecting or actively using the data. You will receive automatic email reminders 60 and 30 days prior to expiration.
- Formatting
  - Use the UD Thesis/Dissertation Templates and Guidelines to make sure you are formatting the document properly. These tools can be found on the grad office page <http://www.udel.edu/gradoffice/forms/thesismanual.pdf>.
- Plan ahead!
  - When do you want to graduate? Make sure you pay attention to the university deadlines for submitting your dissertation in order to graduate. This is often one

month prior to the end of the semester. See <http://www.udel.edu/gradoffice/polproc/steps.html>.

- You will also need to take into account any revisions to your dissertation. You should allow for at least a few weeks to complete revisions and any formatting that needs to be done before you can submit it to the University.
- Registration
  - You are now eligible to register for candidacy credits (Soc 969). Deanna will need to register you for these each semester. You need 9 Candidacy credits total. This can be over multiple semesters. Remember you need 6 credits per semester to be considered full time.
  - After completing 9 candidacy credits and you need more time to complete your dissertation you may then register for sustaining status (this is less expensive than other credits if you are no longer on assistantship). You will need to go to the Office of Graduate Studies to be registered for this (each semester).

#### **FORMS:**

To the research office (if needed):

- Online submission of IRB proposal through [www.irbnet.org](http://www.irbnet.org)

To the graduate office:

- Application for Advanced Degree  
[http://www.udel.edu/gradoffice/forms/application\\_for\\_advanced\\_degree.pdf](http://www.udel.edu/gradoffice/forms/application_for_advanced_degree.pdf)  
\*\*Please note that you have to apply for graduation at the beginning of the semester you plan to graduate. This may happen before or after you defend your dissertation depending on when you pass your defense.

### **5. Scheduling your dissertation defense**

- Work with your committee to determine when you will be ready to defend.
- Discuss the guidelines for your defense (time limit, power point, time for questions, etc.)
- Once your committee agrees you are ready to defend, find a date/time that works for everyone (including outside members who may have to phone in).
- Email the Department Secretary (Deanna) to make sure the conference room (321 Smith) is available during your scheduled time. Some students also defend at one of the research centers if they (or their committee members) are currently working there. Check with the appropriate person at each center to schedule a room.
- Make sure to provide your committee with a final version (some prefer bound copies) before your defense.

#### **FORMS:**

To the department (10 DAYS BEFORE DEFENSE DATE):

- **Defense Notification Form (emailed to Graduate Director and Department Secretary)**
- **A copy of your dissertation**

### **6. Defending your dissertation**

- Arrive early to set up any technology (powerpoint, conference call for outside members)
- Have a copy of your dissertation available for any specific questions/comments.

- Have someone take notes for you about questions, comments, and revisions. It is easy for you to be distracted when responding to your committee. Having someone take notes will be very helpful when making your final edits.
- On the day of your defense, you will want to have paperwork with you for your committee to sign once you have passed. \*\*Some committees may want to wait to sign this until you have completed all revisions. Just make sure that is completed by the university deadline (about 1 month before the end of the semester).

**FORMS:**

To the graduate office:

- Certification of Defense Form  
<http://www.udel.edu/gradoffice/forms/certificationdefense.pdf>
- Application for Advanced Degree (if not completed yet)  
[http://www.udel.edu/gradoffice/forms/application\\_for\\_advanced\\_degree.pdf](http://www.udel.edu/gradoffice/forms/application_for_advanced_degree.pdf)
- Signature pages: The University requires 3 original copies of the first signature page that appears in your dissertation (see UD thesis/dissertation template for guidelines). These must be printed on 25% cotton bond paper. It is helpful to get these all signed at the defense to avoid tracking committee members and the department chair down later.

**7. After you have defended**

- Complete revisions requested by committee. The time you will have to complete revisions will depend on when you plan to graduate, so make sure to be aware of deadlines.
- **SCHEDULE A MEETING** with the Office of Graduate Studies to submit your dissertation and final paper work. Please visit the website for more details about what to bring. <http://www.udel.edu/gradoffice/polproc/steps.html>
- **SUBMIT** the following to the **Dean's Office** (Dean of Arts & Sciences, 4 Kent Way)
  - A copy of your dissertation
  - **THREE** signed originals of your first signature pages (on 25% cotton bond)
- **SUBMIT** the following to the **graduate office**:
  - A PDF copy of your dissertation
  - Instructions on this and how to check to make sure your fonts are embedded can be found on the graduate office page <http://www.udel.edu/gradoffice/polproc/steps.html>
  - The three original and **SIGNED** first signature pages (signed by the committee members, chair, and dean)
  - The three original and signed second signature pages (signed by the committee members)
  - Three original Title Pages
  - Three original Abstracts
  - Certification of Defense Form (see above)
  - Completed Survey of Earned Doctorates  
<http://www.udel.edu/gradoffice/polproc/forms/SED-2015.pdf>

\*\*\*Note\*\*\* Signature pages and other papers submitted to the grad office need to be printed on 25% cotton bond paper
- **SUBMIT** to the department:

- A bound copy of the final version of your dissertation

## **8. CELEBRATE!!!**