

## Steps to Take for Graduation<sup>1</sup>

1. In the semester you intend to graduate, submit an application for graduation. If you do not graduate that semester, you can reapply next semester without a problem. See the graduate college website for more information: <http://grad.uic.edu/graduation-deadlines>
2. MSCS provides a Latex macro for typesetting UIC theses. You can find this at <https://www.math.uic.edu/graduate/current/uicthesi>
3. Register and Attend a Presentation from the Graduate College entitled: “How to get out of here: Thesis/Dissertation Requirements for Graduation”. This provides many important details and information that you need to know about the requirements. The following is based on the Spring 2016 presentation.
  - Thesis Manual Requirements (everything the graduate college will check):
    - Consistent formatting throughout your paper.
    - All pages must be numbered.
    - Preliminary pages must have lower case roman numerals for page numbers.
    - The title page must have the title in mixed case. The major area (NOT specialization, like statistics) must be provided. You can list the specialization in parentheses after stating the major area.
    - Include a CV at the end. The graduate college recommends removing the address and phone number. The CV may be in any format. It can be as complete as you want it to be.
  - Dissertation Defense
    - You must submit a form with your committee members listed 30 days or more before the scheduled defense date. <http://grad.uic.edu/exams-defense-forms>. The name on the form and the name on your dissertation must match EXACTLY. Your title must match exactly as well. Program code: 20FS0439PHD (PhD)
    - The completed exam report must be submitted within 2 business days after the defense (you receive this from your committee after your defense). This can be submitted directly to the Assistant Director of Graduate Studies.
    - There must be at least one year between completion of all preliminary examinations / oral exams before the dissertation defense. If it is within a few weeks

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<sup>1</sup>This version: February 25, 2016

- of a year, then there should be no problems. If it is significantly less than 12 months since the requirements have been met, then you may have to petition the graduate college.
- Preliminary exams are only valid for 5 years. Some departments may make you retake them, but others may be okay with this. Check with your department if you are not sure.
  - Submission Requirements - ALL OF THESE MUST BE MET BY THE LAST DAY TO SUBMIT YOUR COMPLETED/DEFENDED THESIS AT 4:30 PM. After 4:30 pm, the system closes and CANNOT be reopened.
    - The graduate college requires one, 10 × 13 manila envelope with a label attached to it (label here: <http://grad.uic.edu/sites/default/files/legacy/pdfs/thesisdissertationinformationformwebversion.pdf>). In the manila envelope, you insert pages 4 and 5 from the publishing agreement (publishing agreement form here: <http://grad.uic.edu/publishing-agreement-form>). If you want ProQuest to submit a formal copyright request to the copyright office, you must also include page 6 along with the fee for this. You turn this into the graduate college.
    - The graduate college strongly recommends that you choose traditional access for ProQuest. Also, they recommend that if you want to turn your dissertation into a journal article, choose a 2-year embargo on your work. For more information on this, see: <http://grad.uic.edu/copyright-and-thesis-or-dissertation>
    - If you include items that have already been published, you must provide a copyright release from the publisher. Check the publisher’s website regarding this.
    - As of February 25, 2016, the publishing and library fee is \$37.50 (for the traditional access option). Go to this website for more information: <http://grad.uic.edu/electronic-thesisdissertation>
    - You must also complete the survey of earned doctorates: <http://grad.uic.edu/survey-earned-doctorates>
  - iThenticate scan
    - <http://grad.uic.edu/ithenticate-review-procedures>
    - Once you have submitted your paperwork regarding the committee members, you will be receiving an email with the subject “iThenticate Account Creation for Students”. This email may go into your SPAM folder, so check everything regularly.

- Results from this scan must be given to your committee on the date of your defense.
- You must also submit the report form to the graduate college. It may be submitted as a hard copy, emailed, or uploaded to the student’s box folder. If the last option is selected, give access to the folder to [thesischeck@uic.edu](mailto:thesischeck@uic.edu).
- Final Submission of your Dissertation after your defense.
  - Start a new submission here: <https://vireo-lib-2.cc.uic.edu/login>
  - When you are giving over your copyright, it is only partial rights to your work.
  - An abstract is required that is no more than 350 words.
  - This also requires keywords to the library can catalog it.
  - The Departmental Thesis Reviewer for MSCS is the MSCS Director of Graduate Studies. This email address is [dgs@math.uic.edu](mailto:dgs@math.uic.edu).
  - The publication release options (*different* from the ProQuest release):
    - \* Open Access - Anyone can see this through UIC Indigo.
    - \* University of Illinois only - Access restricted to only people from the University of Illinois Community.
    - \* Closed Access - No one can see your dissertation for 2 years. If you are going to publish, you may want to have this embargo. If you need an additional 2 years, you must fill out additional forms.
  - When you upload your thesis, it must have the filename as Lastname\_Firstname. Supplementary files are allowed.
  - Once you submit, you CANNOT change anything. If you need to change something, you must email the thesis coordinator.

#### 4. Other resources:

- MSCS: <https://www.math.uic.edu/graduate/current/graduation/phdck>
- Graduate College Thesis Information: <http://grad.uic.edu/thesis>

## References

- [1] UIC Graduate College, February 2016. <http://grad.uic.edu/>.
- [2] Statistics UIC: Department of Mathematics and Computer Science, February 2016. <http://www.math.uic.edu/>.