20 Steps to Deposit Your NRES Thesis

NRES Student Services: N-509 Turner Hall   217-333-5824   nres-ssc@illinois.edu

1. **Doctoral students must be enrolled to defend their thesis.** Master students do not need to be enrolled to defend. Neither Master's nor Doctoral students are required to be enrolled to deposit their thesis**.**

2. **Become familiar with the thesis process and format requirements**.

    The Graduate College provides resources regarding the process of completing the thesis at http://www.grad.illinois.edu/step-3-deposit, and the Graduate College format requirements can be found at http://www.grad.illinois.edu/graduate-college-thesis-requirements. In addition, NRES requires that:

    - Thesis must include an **overall summary/conclusion**.

    - Students should use **consistent formatting** for headings, tables and figures, legends, and citations throughout the document. Specific style can vary among chapters if chapters are written as manuscripts formatted for inclusion in specific scientific journals. In such instances, chapters must list the name of the journal format with which they comply (this should appear immediately before the references section in each chapter).

    - Proper formatting of literature citations requires:

        - Use of standard journal abbreviations (http://library.caltech.edu/reference/abbreviations/).

        - Use of an accepted citation format for a scientific journal (different chapters may use different journal styles).

        - Use of consistent formatting for in-text citations, and the bibliography.

        - We strongly recommend use of reference management software to format your bibliography and in-text citations :

            - RefWorks: http://www.library.illinois.edu/refworks/, RefWorks guide

            - Endnote: http://uiuc.libguides.com/content.php?pid=346985&sid=2838324

    - Students are required to supply all data on which their thesis is based to their advisor. It is up to the advisor whether the data must be included in the thesis itself as an appendix or if it is to be supplied and maintained in an alternate format.

3. **Find the deadlines for the deposit term.** PhDs have a deadline for taking their final exam. MS/PhD deposit deadlines are different. Both are listed at http://www.grad.illinois.edu/thesis-dissertation on the left side of the page under **Thesis Process;** click on Deadlines.

4. **Put your name on the degree list**. **Using UI-Integrate**. If you have problems, notify Karen Claus at kclaus@illinois.edu. Also, update your permanent mailing address at https://apps.uillinois.edu/selfservice/.This is where your **_diploma_** and a **_final transcript_** copy will be sent, approximately **3 months** after graduation.

5. **Complete and submit exam paperwork.**
    MS: You must fill out and submit the **MS Final Exam Committee Form** at least **three weeks** before the exam (usually arrives attached to the email with this document; if not, email kclaus@illinois.edu).
    PhD: You must submit the names of your committee members to Student Services (email kclaus@illinois.edu) at least **three weeks** prior to your final examination so that a request can

be submitted to the Graduate College for the appointment of your committee and the **Final Examination Result** form. Here are the guidelines for appointing your doctoral committee http://www.grad.illinois.edu/gradhandbook/chaptervi/section04.

6. **Schedule your final exam date with your committee, reserve space/equipment, and advertise seminar.** Contact the NRES Main Office W-503 Turner Hall, 217-333-2770, or nres-ssc@illinois.edu to reserve the room and/or equipment you will need for your exam. All students must present a public seminar the hour before their exam. At least **three weeks** before your seminar and exam, Complete the Templates for the Digital Poster and the Flyer. You will need to include your name; the title of your presentation; your Advisor's name; the date, time and place of the presentation; a brief summary of the project (100 words or less); and a photo related to your thesis. To obtain the blank templates or return the completed ones, contact Karen Claus at kclaus@illinois.edu.

7. **Circulate your thesis to your committee members prior to your defense.** Give them at least **7-10** days to review the thesis before the exam (some committees require more time, so discuss it with your committee members).

8. **Revise the thesis to address committee recommendations prior to your defense**.

9. **Have your title page approved at the Graduate College,** *afternoons only,* **or** submit your title page to the Thesis Office by email:
   - Email thesis@illinois.edu, attaching your PDF or MS Word document
   - Include the words **"title page"** in the subject line
   - Send in your Title page early. The Thesis Office must verify that your information matches the University records. Please allow two (2) business days for the Thesis Office to review your title page and contact you via email.

10. **Get and complete the necessary forms. You need:**
    - **MS** – Thesis/Dissertation Approval (TDA) Form downloaded from http://www.grad.illinois.edu/forms/
        – MS Final Exam Pass/Fail form, obtained from the SSC (You are allowed to bring these form to your exam however; you are not allowed to handle these forms once they are signed).
    - **PhD** – Thesis/Dissertation Approval (TDA) Form downloaded from http://www.grad.illinois.edu/forms/
        – The Final Examination Report (FER) Form must be picked up by a faculty member from Student Services (N-509 Turner Hall) prior to the exam.

11. **Pass final exam.**

12. **Make sure paperwork is submitted to Student Services by your advisor:**
    - **MS:** Your **advisor** must deliver the completed MS Final Exam Pass/Fail Form and the Thesis/Dissertation Approval (TDA) Form once they are ready to submit.
    - **PhD**: Your **advisor** must deliver the completed the Final Examination Report (FER) Form and the Thesis/Dissertation Approval (TDA) Form once they are ready to submit.

13. **Make all changes to the thesis recommended during the exam.** You might need to re-circulate the thesis again, and your advisor may have to gather signatures for the Final Examination Report (FER) at this point.

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14. **Submit thesis** to **Student Services** (email both a **word document and a PDF** attachment to kclaus@illinois.edu). Allow at least **2 weeks** for review and department approvals. Please be sure to include your contact information.

15. **Make necessary format changes** recommended by Student Services (Karen Claus) and the Graduate Coordinator.

16. After all changes have been made, submit an electronic copy of your thesis for the Department Head's approval (send to kclaus@illinois.edu). If the **Thesis/Dissertation Approval (TDA) Form** has not already been submitted, **it must be submitted by your advisor when the thesis is submitted**.

17. **You will deposit your thesis electronically.** Guidelines for the electronic deposit are at http://www.grad.uiuc.edu/thesis-faqs#ETD. Karen Claus, the Department Format Approver, will notify you via email when you can submit your thesis to the Graduate College. Her email is kclaus@illinois.edu

18. **Complete the NRES Graduate Exit Survey.** This form is available online at https://illinois.edu/fb/sec/8175245. Student Services will receive an email when you have submitted your survey. **Ph.D. students** must also complete the **Survey of Earned Doctorates** (https://survey.norc.org/doctorate/showRegister.do).

19. **Return all keys** (building/office/lab) back to the person who issued them to you.

20. **Relax and Celebrate!** Student Services will submit the paperwork to have your deferred thesis research credits changed to satisfactory after **all tasks on this list are complete**. You can find commencement information at http://oc.illinois.edu/commencement/. Your contact information is automatically added to the commencement mailing list.