

### **Survey of Earned Doctorates (required)**

<https://sed-ncses.org>

This is a **mandatory** survey and not to be confused with the Rackham Survey of Doctorate Recipients (about which you may receive an e-mail reminder to complete).

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### **Rackham Exit Survey (Rackham Survey of Doctorate Recipients)**

[https://umich.qualtrics.com/SE/?SID=SV\\_djxDrEF1NQ0cQCN](https://umich.qualtrics.com/SE/?SID=SV_djxDrEF1NQ0cQCN)

**After your defense**, complete the Rackham Exit Survey (also called the Survey of Doctorate Recipients). Your participation is voluntary. All responses are confidential. You may exit at any time or skip questions you do not wish to answer. Your responses will not only help us in our assessment of individual programs but will help us identify some of the successes and challenges you have faced. The survey is short and should take you approximately 15 minutes to complete.

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### **Dissertation Format Assistance at Scholarspace**

<http://www.lib.umich.edu/scholarspace> [scholarspace@umich.edu](mailto:scholarspace@umich.edu)

You will find guides on using Microsoft Word for dissertations and links to websites with best practices for creating high quality PDF files on the scholarspace website. For in-person format assistance, you can make an appointment with them.

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### **Dissertation Embargo**

<http://www.rackham.umich.edu/current-students/dissertation/the-dissertation/dissertation-embargo-request>

Doctoral dissertations and abstracts are normally made publicly available upon degree conferral when they are deposited electronically in Deep Blue. In limited circumstances, a doctoral student may wish to postpone public release of the final dissertation. The student should discuss this option with his or her faculty advisor and the rest of the dissertation committee. The student is responsible for requesting an embargo and the request must be approved by the chair (and co-chair, if any) of the dissertation committee.

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### **Commencement**


<http://commencement.umich.edu/>

You will receive an e-mail about one month prior to commencement asking if you plan to participate so that we may e-mail an invitation to your chair.

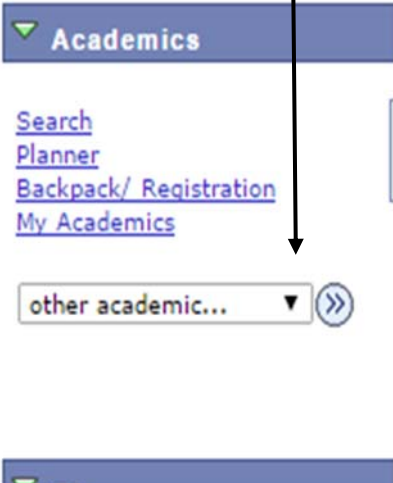
## View Your Committee Information

Doctoral students with an approved Dissertation Committee will be able to view committee information on Wolverine Access. A message will appear for students who do not meet the above required criteria. Committee members with an End Date (no longer on the committee) do not appear on the **View My Committee and Evaluations Received Information** page.

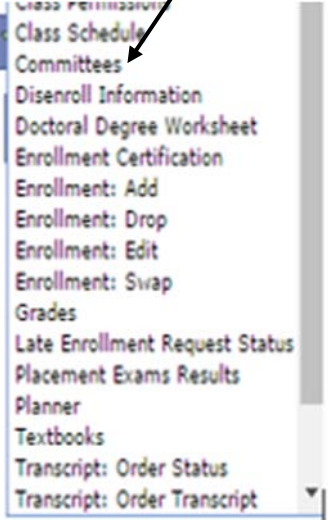
Navigate to the **Student Center**  
in Wolverine Access



Click on **other academic**



Choose **Committees** to view  
Committee Information



Evaluations have been received by OARD for those members who have a date in the **Evaluation Received Date** Column

### View My Committee and Evaluations Received Information

Suzie Student

Academic Career: Rackham

Committee Approved Date: 10/31/2005

[Return to Student Business](#)

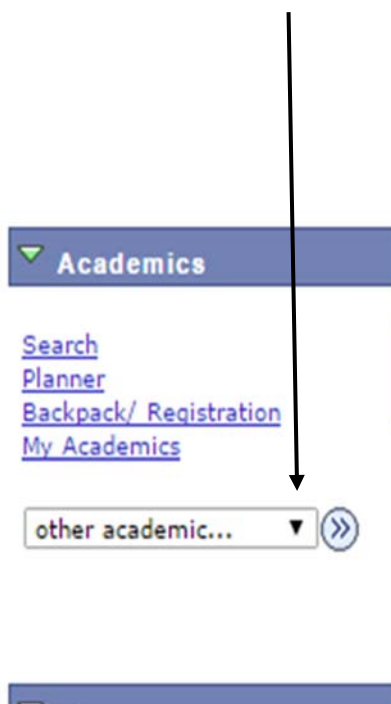
Committee Member	Role	Start Date	Evaluation Received Date
Seldler, Ingo	Co-Chair	10/20/2005	10/31/2005
Sellinger, Otto Z	Co-Chair	10/20/2005	
Neal, David Lee	Cognate	10/20/2005	
Kennedy, Timothy	Mmbr Dcsd	10/31/2005	
Easthope, Joseph J	Member	10/20/2005	11/01/2005
Kaufman, Laura I	Member	10/21/2005	
Mallen, Evan Sheppard	Member	10/20/2005	

## How to Apply for Graduation

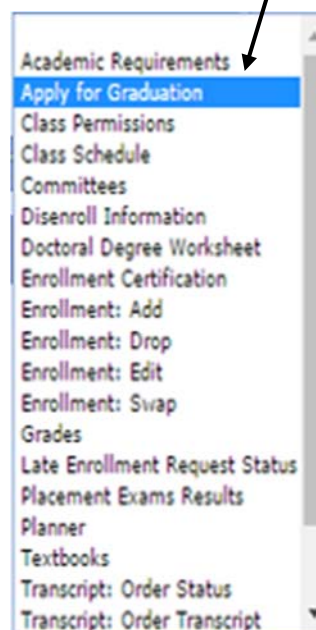
Navigate to the **Student Center**  
in Wolverine Access



Click on **other academic...**



Choose **Apply for Graduation**



Click on the degree for which you are applying. For example:



Choose your **expected graduation term** from the drop down menu. Be sure to choose the **term** in which your degree will be **conferred** (which is not your final term of registration if you are a doctoral student finishing within the grace period).

Winter = April/May

Summer = August

Fall = December

## POST-DEFENSE MEETING INSTRUCTIONS

**IMPORTANT:** Since extensions to the deadline are **not** permitted, allow enough time (a few days is preferred) to complete additional format revisions that are usually required by Rackham. It may take several resubmissions before we are able to approve the final copy. Once we approve your dissertation you will not be permitted to make any changes. All revisions and requirements must be completed **no later than 5:00pm EST** on the deadline day. Missing this deadline may require another term of registration and tuition.

During the online submission, whichever option you choose below, you will be prompted to copy and paste the text of your abstract. Special characters cannot be accommodated and a strict word limit of 550 is enforced. At the time of submission students are encouraged to also submit to ProQuest. [Dissertation Embargo information](#) is available on our website.

1. Complete all committee required revisions to your dissertation and abstract.
2. Complete additional requirements:
  - a. Apply for graduation via [Wolverine Access Student Business](#)
  - b. Complete the online [Survey of Earned Doctorates](#)
  - c. Complete the (optional) [Rackham Doctoral Recipients exit survey](#)
  - d. Use the Doctoral Degree Worksheet in the Wolverine Access Student Center to verify the Final Oral Exam Report has been returned and the Committee Certificate has been submitted.
3. Complete Post-Defense meeting (**option 1 OR option 2**):

### OPTION 1: Remote option meeting -

- A. Send an e-mail to [oard.staff@umich.edu](mailto:oard.staff@umich.edu), providing your name, program and U-M ID. In the subject line of the email, please use "Rackham Post-Defense Remote Option".

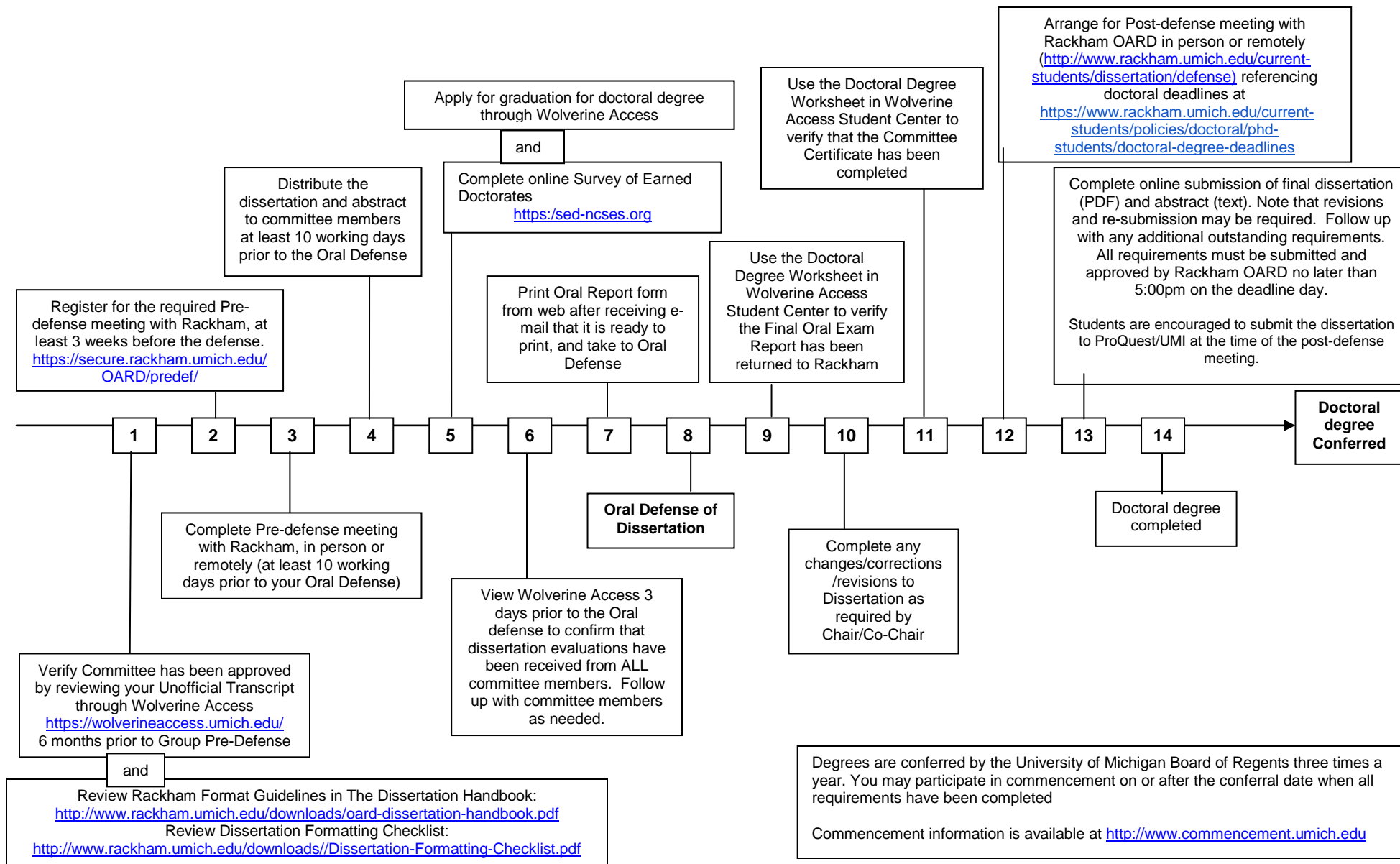
An OARD staff member will e-mail you back and let you know which requirements still need to be completed and provide a link to submit the final committee approved copy of your dissertation and abstract. Allow **2 working days** for the response.

- B. Submit your dissertation and reply to our message letting us know you did so. We'll review your dissertation and let you know if any format corrections need to be made. It may take several resubmissions before we are able to approve the final copy so allow for plenty of time (at least a few days) for format revisions. Once we approve your dissertation you will not be permitted to make any changes. We strongly recommend not waiting until the deadline day to e-mail us for the instructions.

### OPTION 2: In-person individual meeting -

- A. Register at <https://secure.rackham.umich.edu/OARD/postdef/> Allow **2 working days** to be notified by e-mail of your scheduled appointment. If you must reschedule or cancel e-mail [Rackham.PostDefense@umich.edu](mailto:Rackham.PostDefense@umich.edu) or call 734-763-0171.
- B. Bring a laptop and be prepared to submit the final, committee approved, PDF version of your dissertation. An OARD staff member will provide the link to submit. We'll review your dissertation and tell you if any format corrections need to be made. It may take several resubmissions before we are able to approve it. Since we allow a maximum of 30 minutes, for the meeting, you may have to complete the resubmission remotely. Once we approve your dissertation you will not be permitted to make any changes.

## Dissertation Timeline



\*\*To have your dissertation format reviewed by OARD staff, email a pdf version to [rackham.dissertations@umich.edu](mailto:rackham.dissertations@umich.edu) at least 1 week prior to your oral defense.

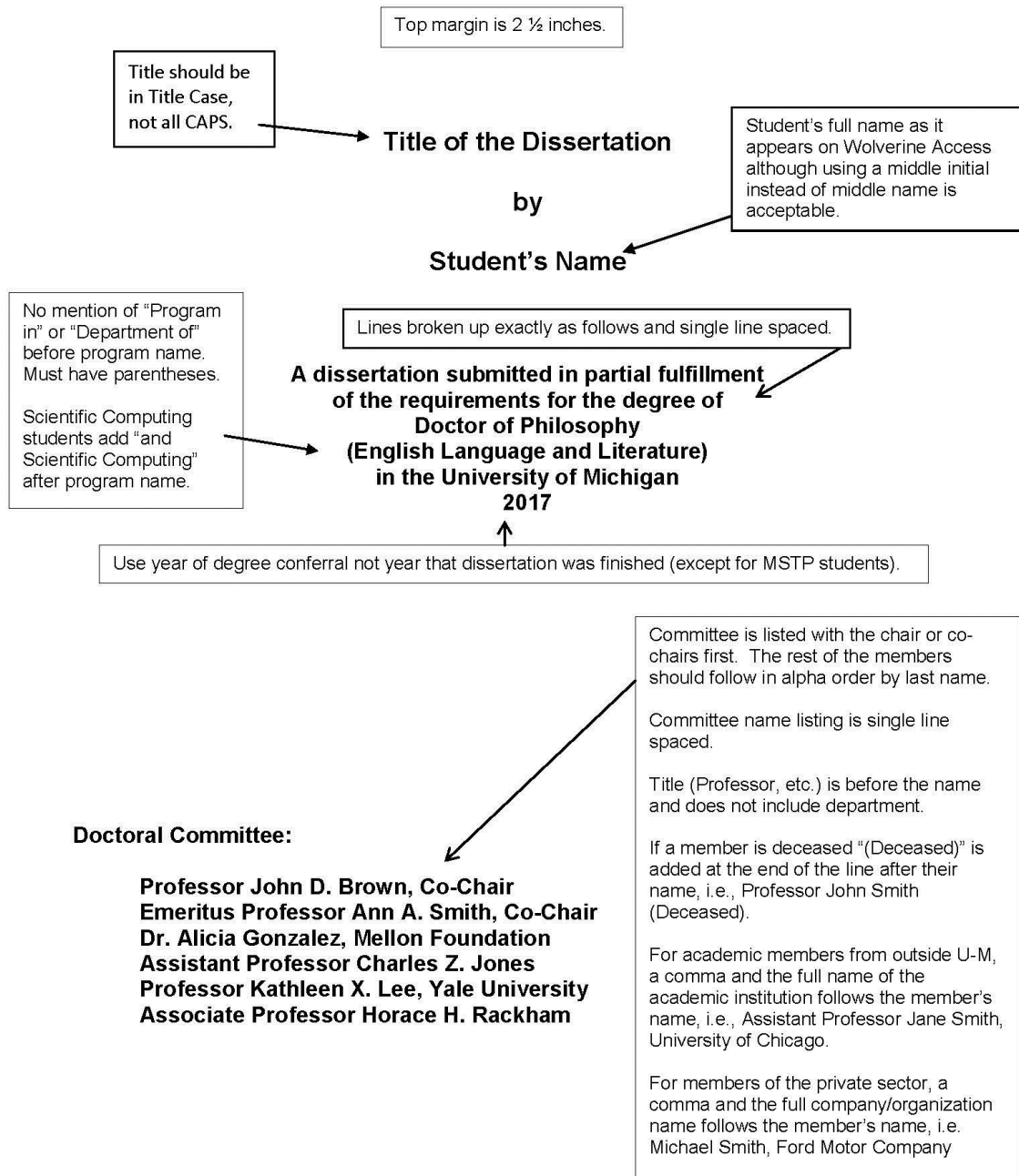
### Dissertation Formatting Checklist

<b>TITLE PAGE (see model in Appendix A of The Dissertation Handbook)</b>	
The title page does not have a page number.	
Is the dissertation title correct and in title case?	
Does your name match your name as it appears in Wolverine Access ( <i>note: middle initial may be used instead of middle name</i> )?	
Is the name of your program correct and in parentheses (see example)?	
Is the year of degree conferral correct ( <i>Note: MSTP students use year dissertation completed</i> )?	
Are members of the committee listed with complete and correct names and titles?	
Are the chairs/co-chairs of your committee identified and listed first in alpha order by last name?	
Are other committee members listed in alpha order by last name?	
Are committee members from outside U-M properly identified?	
Is the committee listed single-spaced?	
Is the top margin 2 1/2 inches?	
<b>FRONT MATTER</b>	
Frontispiece: optional; no page number	
Identifier/copyright page/ORCID iD: required (copyright optional, recommended)	
Is each page of the following front matter sections numbered with lowercase Roman numerals (starting with page ii on the optional Dedication), at the center bottom of the page?	
Dedication: optional; lowercase Roman numerals start here: ii There is no page i in the dissertation.	
Acknowledgments: optional	
Preface: optional	
Table of Contents: required (Table of Contents must not be an actual entry in the Table of Contents.)	
List of Tables: required when more than one table	
List of Figures: required when more than one figure	
List of Illustrations: required when more than one illustration	
List of Appendices: required when more than one	
Abstract: required, maximum 550 words	

<b>MAIN BODY, APPENDICES, BIBLIOGRAPHY</b>	
Is 12 point embedded font used in the main text?	
Is the font style standard and legible?	
Are tables, figures, illustrations, etc. clear, legible and labeled?	
Are lines in the front matter and main text 1 1/2 or double spaced?	
Are lines in the footnotes/endnotes, references or bibliography single-spaced, with a line inserted between each citation or entry?	
Is the legend/description of tables, figures, illustrations, etc. single-spaced?	
Does each section--front matter, chapters, appendices and bibliography--start on a new page?	
Does the first page of each section--front matter, chapters, appendices and bibliography--have a 2-inch margin?	
Are margins of body text at least one inch on the left, right, and bottom?	
Are all page numbers positioned consistently throughout the document?	
Are pages in the body text, appendices and bibliography numbered with Arabic numbers, starting with 1, from the first page of the first chapter?	
Are chapters, tables, figures, illustrations, etc. uniquely and consecutively numbered (i.e., Table 1, Table 2; Figure 1, Figure 2, etc.)?	
Are citations, references/bibliography complete, and are they formatted in the preference of your program or discipline?	
Do chapter titles and numbers match the Table of Contents?	
Does the caption/legend on tables, figures, illustrations, etc. match the List in the front matter?	

## Example Title Page

### Model Format of the Title Page





## Example Identifier Page

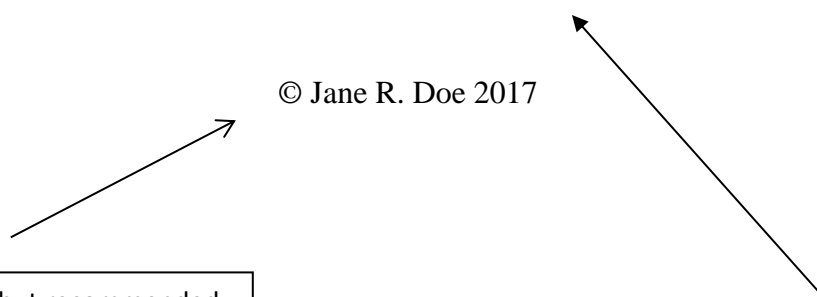
Jane R. Doe

jdoe@umich.edu

ORCID iD: 9999-9999-9999-9999

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Copyright optional, but recommended



To register for your ORCID iD visit <https://orcid.org/register>