Plan I Student Checklist

Committee

☐ Identify faculty members who will serve on your committee.

☐ Verify all committee members have **Graduate Faculty Status**.

☐ Work with your program to **Request Graduate Faculty Status** if a committee member does not yet have Graduate Faculty Status.

☐ Submit your **Committee Form** to the Graduate School.

☐ Need to make changes to your committee? Complete a **Change of Graduate Study Committee form**.

Candidacy

☐ Check the **Candidacy Deadlines** for the term you wish to enter candidacy.

☐ Request IRB/IACUC approval if your research involves human or animal subjects.

☐ Satisfy all Research Compliance requirements for your program.

☐ Submit your **Candidacy Application**

☐ Register for Thesis/Dissertation Hours

Approval Forms and Your Public Defense

☐ Ensure you have submitted your Application for Degree in BlazerNET.

☐ Schedule your defense before the final defense deadline. **Find your application deadline**.

☐ Request your **Thesis or Dissertation Approval Form**.
NOTE: This must be done a minimum of two weeks prior to your public defense, but should be done as early as possible once you know your defense date.

Thesis/Dissertation

☐ Decide which style guide (APA, CBE, etc) will be used and arrangements for having your work edited by your committee.

☐ Familiarize yourself with **UAB's format manual**. While some exceptions to this formatting may be appropriate based on program standards, the end result should be a consistently formatted and clean submission of publishable quality.

   You can find a list of templates that may help you with formatting by visiting our **Templates resource page** and reviewing our **editing and publishing guidance**.

   Learn about **common formatting errors**.

☐ Submit your thesis/dissertation as a single PDF to **ProQuest** within 10 business days of your final defense. You will be notified via email (usually within 5-7 business days) when your submission has been reviewed. Monitor your email closely so you can make any necessary changes.

☐ Complete the Survey of Earned Doctorates (applies to doctoral students only).

☐ Complete the Graduate School Exit Survey (applies to doctoral students only).