



University of Michigan School of Public Health

Office of Academic Affairs: Registrar's Office

109 S. Observatory, Room 3537, SPH I, Ann Arbor, MI 48109-2029

734-764-5425, Fax: 734-763-5455, Email: sph.registrar@umich.edu, www.sph.umich.edu/

Dr PH Dissertation Checklist

1. Complete Diploma Application (blue card) and file with SPH Registrar in 3537 SPHI (***until Winter 2006 – and then the application is on-line***).
2. Arrange oral defense date and time with Dissertation Committee. Inform SPH Registrar of selected date and time.
3. SPH Registrar will register you for a full term of 8 credit hours of 995 Dissertation Research in the term when defense will take place.
4. Make appointment for SPH Registrar for format check.
5. Distribute copies of dissertation and abstract to committee members and to the SPH Registrar at least two weeks in advance of oral defense.
6. SPH Registrar will send *Dissertation Evaluation* Forms to each committee member at least two weeks in advance of the oral defense. Forms should be completed and returned to the Registrar before the defense.
7. SPH Registrar will send a *Final Oral Examination Report* Form to the Committee Chair to be completed and returned to the Registrar upon completion.

FINAL PAPERWORK

- 2 copies of unbound dissertation
- 2 copies of abstract
- Extra copy of the title page
- Signed UMI agreement form (copy right/binding, orange brochure)
- Check made out to ProQuest
- NRC Survey completed

Office Use Only

Degree Verification form

All committee evaluations completed

Final evaluation completed

Copies of title page, agreement form, survey, check