

Committee Approval of Dissertation Reading Copy and Request for Defense



The student must submit this request, along with the reading copy, through [ProQuest](https://www.etdadmin.com/main/home?siteId=752) at least 10 business days before the defense (<https://www.etdadmin.com/main/home?siteId=752>). To be eligible for the defense you must be admitted to candidacy, in good academic standing, and currently enrolled in at least 2 hours of 6980.

Student Name:

ID:

Program:

Dissertation Title:

Dear Dean Pereira:

As members of the Doctoral Committee for _____ we have received and read the reading copy of the student's dissertation. **We confirm that no further research is required for the degree. The dissertation is complete, and the student has made all necessary major changes.** The committee has determined that the dissertation (i) makes a significant contribution to existing knowledge, (ii) demonstrates the candidate's mastery of research methods and tools of the field, and (iii) demonstrates the ability to address a significant intellectual problem. Therefore, the committee accepts the reading copy. We agree to conduct the defense on:

Date:

Time:

Location:

Additional revisions may be requested in the course of the defense. We will review the revised dissertation. When the final copy has our full approval, we will indicate our approval by signing the dissertation signature page.

Chair/

Co-Chair

Committee Member Names

Signatures

Date

Chair: You must also sign p. 4

Graduate Program Agreement:

Graduate Program Director or Department Chair Name

Signature

Date

Student Checklist

Your defense may be delayed if you do not meet the deadlines and requirements for the PhD dissertation defense. Policies governing the defense are located in the Graduate College Bulletin.

I. **Ensure that you are eligible for the defense and ready for graduation**

I have been admitted to candidacy by the OUHSC Graduate College

The Admission to Candidacy request is available with the Forms and Guidelines for Current Students on the Graduate College website (<https://graduate.ouhsc.edu>).

I have applied for graduation

The Application for Graduation is available through Student Self-Service (www.gohsc.ouhsc.edu). The online application is due October 1 for fall, March 1 for spring, and July 1 for summer. After these dates, you will need to apply through the Office of Admissions and Records. If you have applied for graduation in a previous semester, you must submit a new application in the semester of your defense.

I am enrolled for at least 2 hours of 6980 and in good academic standing

I have reviewed the dissertation formatting guidelines

These are posted with the Forms and Guidelines for Current Students on the Graduate College website (<https://graduate.ouhsc.edu>). We also recommend reviewing published examples from your graduate program. See <https://library.ouhsc.edu/c.php?g=1101149&p=8030051> and contact the Robert M. Bird Library for assistance with searching.

I have enrolled in BMSC 6011, Scientific Integrity II, if in Year 5 or later.

II. **Submit your Defense Request**

Create a ProQuest account

ProQuest is an international repository of theses and dissertations where your final dissertation will be published. To create an account, visit <https://www.etsdadmin.com/main/home?siteId=752>.

Complete pages 1, 4, and 5 in this file. Upload required documents

In ProQuest, follow the steps along the left menu bar and enter the requested information. Upload your reading copy under the "PDF" tab; this is where you will upload the revised dissertation after the defense. Upload this completed Defense Request and other documents under the "Administrative documents" tab.

Optional printed copies

Printed copies can be ordered for personal use, but this is not required. Printed copies from ProQuest cost approximately \$30-60 each. If you print the dissertation on your own, the Bird Library offers binding in the traditional leatherette hard cover for approximately \$12 per copy (3rd Floor Service Desk; 405-271-2285, opt.1 or x48751).

Submit your reading copy and defense request

The Graduate College will not see your submission until you complete the "Submit" section at the bottom of the left menu bar in ProQuest. You should receive an e-mail confirming your submission. If you do not receive an e-mail confirmation, or you do not hear from the Graduate College within 3 business days, please contact us to make sure your submission was received (gradcollege@ouhsc.edu; rebecka-bourn@ouhsc.edu).

Use of published material in a dissertation

The dissertation will be published so that other scholars can build on your work. Students, if you choose to include previously published materials in your dissertation, it is your responsibility to obtain permission from the original publisher and provide proper attribution. Mentors, it is your responsibility to guide and train the student in responsible authorship and publication.

The Bird Library Reference desk and [Turnitin](#) are available to help you use published materials appropriately. Here are a few suggestions to help you get started:

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Signed:

Student Name

Student Signature

Date

Committee Chair Name

Committee Chair Signature

Date



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CLIENT (Department): OUHSC Graduate College

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STUDENT ID NO.: _____ DATE: _____