

## 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 and submit your certificate of completion to Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) in the Graduate School (applies to doctoral students only).

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