AST Dissertation Checklist

**Dissertation Defense Announcement:** Your Defense announcement to the College of Science needs to be posted at least a 4 weeks before your defense date
- Defense announcement needs to include: Astrophysical Sciences & Technology PhD Dissertation Defense at the top of the page, Your name, Title, Advisor, Date, Time, Location, Room & Abstract (in that order)
- Please email announcement as a pdf to AST director for approval to post at least 6 weeks before your dissertation defense
- It is your responsibility to reserve a room for your defense and arrange any refreshments

After your Dissertation Defense, you will need to complete any required amendments and receive final approval from your committee, then please complete the steps below:

1. Format Final Paper for submission to ProQuest:
   1. **Title page**
      - Please use the required format, examples in the AST Handbook & [http://infoguides.rit.edu/thesis-services](http://infoguides.rit.edu/thesis-services)
      - Dissertations without a proper title page will not be accepted
   2. **Signature Page:** Original Signatures of ALL committee members with date signed
   3. **Abstract page**
      - Dissertations without a properly labeled abstract will NOT be accepted for binding
      - Make sure all pages say “Dissertation” and not thesis

2. Final Title needs to be submitted to the registrar
   - Provide the final title of your dissertation to the AST Director & AST Staff Assistant for submission.

3. **Submit your final Dissertation to ProQuest.** This is the official copy of record.
   - Directions can be found here: [http://infoguides.rit.edu/ld.php?content_id=34957454](http://infoguides.rit.edu/ld.php?content_id=34957454)
   - For Help you can contact Jennifer Roeszies 475-2560 or etdlib@rit.edu
4. Binding
   • You are required to get one physical binding copy of your dissertation for the AST Program and a copy for your advisor. The AST program will fund these copies.
   • Schedule appointment with Binding Office
     o [http://library.rit.edu/depts/assets/thesisbindingform/apptRequestAllDays.php](http://library.rit.edu/depts/assets/thesisbindingform/apptRequestAllDays.php)
     o Email: thesisbinding@rit.edu, Phone: 475-2554 or 475-6013
     o Binding Office located in the basement of the Wallace Library A-500
     o Office Hours: M-F 9am-3:30pm
   • Printing
     o The Hub or Hub express is located on campus for printing
       ▪ Please ask the staff assistant for a funding letter.
     o You must print **ALL** of your dissertation copies to be bound
     o If you have a CD, DVD, etc. you must burn copies for each print copy
     o All print copies must include a signature page or will **NOT** be accepted by the binding office

5. Payment for Binding:
   • The AST Staff Assistant will submit payment for 2 copies (AST program & advisor copy)
   • For all other copies you will need complete this online form for payment:
     o [https://library.rit.edu/thesis-binding/](https://library.rit.edu/thesis-binding/)

6. ProQuest Email Submission confirmation needs to be forwarded to the AST Staff Assistant (This is required for degree certification)