

## 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>
- 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](mailto: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**
  - <http://library.rit.edu/depts/assets/thesisbindingform/apptRequestAllDays.php>
  - Email: [thesisbinding@rit.edu](mailto:thesisbinding@rit.edu) , Phone: 475-2554 or 475-6013
  - Binding Office located in the basement of the Wallace Library A-500
  - Office Hours: M-F 9am-3:30pm
- **Printing**
  - The Hub or Hub express is located on campus for printing
    - Please ask the staff assistant for a funding letter.
  - You must print **ALL** of your dissertation copies to be bound
  - If you have a CD, DVD, etc. you must burn copies for each print copy
  - 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:
  - <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)