### 1. Doctoral Dissertation Reading Committee

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completes and obtains all necessary signatures and approvals on the</td>
<td>Student</td>
</tr>
<tr>
<td>Doctoral Dissertation Reading Committee form [1]. Faculty members agree to</td>
<td></td>
</tr>
<tr>
<td>serve on the reading committee by signing this form.</td>
<td></td>
</tr>
<tr>
<td>2. Reviews and either approves or denies the Doctoral Dissertation Reading</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Committee form [1] and the Petition for Non-Academic Council Doctoral</td>
<td></td>
</tr>
<tr>
<td>Committee Members [2] (to include a non-Academic Council member of the</td>
<td></td>
</tr>
<tr>
<td>committee).</td>
<td></td>
</tr>
<tr>
<td>3. Indicates the receipt of the Doctoral Dissertation Reading Committee form</td>
<td>Department</td>
</tr>
<tr>
<td>[1] by listing the names of the principal advisor, co-advisor (if applicable),</td>
<td></td>
</tr>
<tr>
<td>and dissertation readers in PeopleSoft. Updates the reading committee</td>
<td></td>
</tr>
<tr>
<td>milestone. Two Academic Council members serving as equal co-advisors are both</td>
<td></td>
</tr>
<tr>
<td>listed as &quot;Doctoral Dissertation Co-Advisors (AC)&quot; both in PeopleSoft and on</td>
<td></td>
</tr>
<tr>
<td>the dissertation signature page.</td>
<td></td>
</tr>
<tr>
<td>4. Makes changes, if any, in the composition of the reading committee with</td>
<td>Student and Department Chair</td>
</tr>
<tr>
<td>the Change of Dissertation Adviser or Reading Committee Member form [3],</td>
<td></td>
</tr>
<tr>
<td>requiring the signature of the department chair.</td>
<td></td>
</tr>
</tbody>
</table>
5. Verifies that changes in the composition of the reading committee are permitted within policy. Records in PeopleSoft subsequent changes in committee composition. This information is used by the Office of the Registrar to verify the members of the reading committee and their signatures on the completed and submitted dissertation.

2. Dissertation Preparation and Submission

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares the dissertation according to university standards, as described in the following:</td>
<td>Student</td>
</tr>
<tr>
<td>• [Directions for Preparing Doctoral Dissertations for Electronic Submission][4]</td>
<td></td>
</tr>
<tr>
<td>• [Directions for Preparing Doctoral Dissertations for Paper Submission][5]</td>
<td></td>
</tr>
<tr>
<td>• [Directions for Preparing Engineer Theses for Electronic Submission][6]</td>
<td></td>
</tr>
<tr>
<td>• [Directions for Preparing Engineer Theses for Paper Submission][7]</td>
<td></td>
</tr>
<tr>
<td>Students are encouraged to obtain this information before the final preparation of the manuscript in order to avoid costly and time-consuming revisions. Previously-published dissertations should not be used as a guide for preparation of the manuscript.</td>
<td></td>
</tr>
<tr>
<td>Makes appointments for both a dissertation format check and for dissertation submission. Formal checks will not be done in the final week of the submission deadline. To assure a time slot, appointments for format checks and submissions should be made well in advance.</td>
<td>Student</td>
</tr>
<tr>
<td>Enters any changes in the composition of the reading committee, and completion of all relevant milestones in PeopleSoft Student Administration.</td>
<td>Department</td>
</tr>
<tr>
<td>All members of the approved reading committee sign the signature page of the completed dissertation.</td>
<td>All Reading Committee members</td>
</tr>
<tr>
<td>Submits the dissertation and other required documents by the published deadline. Some departments may set earlier deadlines for submission of dissertations.</td>
<td>Student</td>
</tr>
<tr>
<td>Reads the dissertation in its final form and certifies on the Certificate of Final Reading [8] that department and university specifications, and the expectations of the Reading Committee, have been met.</td>
<td>Designated Reading Committee Member</td>
</tr>
</tbody>
</table>
Verifies that the format of the completed dissertation meets university specifications, that the signatures are those of the reading committee members as entered in PeopleSoft by the department, that the dissertation title is correctly entered, and that all requirements have been met for degree conferral.

Source URL: https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-8/page-4-8-2

Links
[6] https://studentaffairs.stanford.edu/registrar/students/ethesis
[8] https://studentaffairs.stanford.edu/registrar/students/ediss-final-reading