

**University of Illinois at Chicago - School of Public Health**  
**Dissertation/Thesis Review Process Document**

The purpose of the Thesis/Dissertation format review is to approve students' thesis/dissertations for final submission. Any document that is not in a final draft version will be rejected for in-depth review. Students, whose thesis/dissertation has been rejected, may resubmit their document for format review up until the SPH submission deadline. If a Thesis/Dissertation received at the SPH submission deadline fails to meet the final draft versions standard, it will be rejected for the term. Students whose Thesis/Dissertation has been rejected at the SPH submission deadline will need to work toward resubmission for the subsequent term.

*A final draft version of a Thesis/Dissertation is defined as: The document closely follows the Graduate College Thesis Manual guidelines and does not exhibit overarching pattern errors of formatting or appearance. For DrPH students, the process is managed by the DrPH Program Director's Office.*

**Finalizing the Dissertation/Thesis:**

Following successful defense of the Thesis/Dissertation, students must submit a final draft for format review and approval prior to submitting it to the Graduate College. Students that have not defended their Thesis/Dissertation are not eligible for review.

**Submission for Review**

Students submit their Thesis/Dissertation as a Microsoft Word Document\* to the Dissertation/Thesis Reviewer: Ms. Nina Sandlin ([nsandlin@uic.edu](mailto:nsandlin@uic.edu)) including on the message, Assistant Dean for Student Affairs: John Slavick at ([jslavi1@uic.edu](mailto:jslavi1@uic.edu)). (Exception: Manuscripts written in Latex can be submitted for review as PDF documents.)

DrPH students should consult with Sophie Naji ([smaali@uic.edu](mailto:smaali@uic.edu)) for deadlines and process details.

**Deadlines**

Please refer to the SPH Dissertation/Thesis Review website for current deadlines.

**Format Review Process Description:**

- 1) Student submits word document to reviewer via email including the Assistant Dean for Student Affairs.
- 2) Reviewer acknowledges receipt and will give the student a general timeline for review and feedback.
- 3) Reviewer performs review per thesis manual and provides in-line notes along with separate document detailing corrections and pattern errors. Reviewer references the thesis manual page/section where appropriate for the student to refer to for the style rule.
- 4) Reviewer sends documents to student with standard information about the submission of the document.
- 5) Student performs edits and may send questions regarding edits to the reviewer.
- 6) Should the student and reviewer reach an impasse on suggested edits, the student and/or reviewer should consult with the Thesis Coordinator of the Graduate College. Should the situation warrant intervention, either party may contact the Assistant Dean for Student Affairs.
- 7) Student submits a final version to the Reviewer for a quick – pass review consisting of cursory examination of suggested edits and general appearance.
- 8) Reviewer provides minimal feedback either affirming the document for submission or suggesting further review of the feedback for correction.

**If Approved:**

- 9) The reviewer notifies the student and the Office of Student Affairs.
- 10) The student sends the approved Thesis/Dissertation to the Assistant Dean for cursory review and approval for submission.
- 11) Student makes final submission on-line and provides the school with signed forms.
- 12) Assistant Dean or designee formally approves document in on-line system when appropriate.
- 13) Assistant Dean or designee gathers DGS signatures and forwards forms, turning over the forms to the student to submit to the Graduate College.

**Student Responsibility:**

- 1) Read and Follow guidelines of the current Graduate College Thesis Manual.
- 2) Obtain all necessary signatures on forms.

- 3) Submit an electronic version of the Thesis/Dissertation to the Reviewer prior to the stated deadline for the term. Whenever possible, the student should submit their document well in advance of the deadline.
- 4) Communicate in an appropriate and timely manner with the reviewer.
- 5) Diligently attempt to perform the necessary edits as suggested by the reviewer.
- 6) Perform a final review and make any necessary corrections.
- 7) Submit a final version of the document to the reviewer for cursory review.
- 8) After reviewer approval, perform one last self-review, make any corrections and submit the final version to Assistant Dean (OSA) John Slavick for cursory review.
- 9) Await Office of Student Affairs (OSA) approval.
- 10) Bring the necessary forms to OSA to obtain final signatures. Submitting all forms to the Graduate College.

### **Important Links:**

SPH and Graduate College Deadlines: <https://publichealth.uic.edu/current-students/thesis-dissertation-formatting/>

SPH Thesis Web Page: <http://publichealth.uic.edu/current-students/thesisdissertation-formatting>

Graduate College Thesis Web Page (includes Thesis Manual): <https://grad.uic.edu/academic-support/thesis/>

### **Important Contacts:**

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