

## Preparing for Final Defense

Thesis Office deadlines will dictate when the degree can be awarded. Consider, is there a firm date by which you must have your degree? If so, identify this date and work backwards.

ie. You want to have your degree granted and concluded by May 2021; So, you must get Thesis Office approval in the Spring 2021 semester, *at the latest*. Refer to the [Thesis Office Deadlines](#) .

If the submission deadlines have not yet posted for the semester you're seeking information, refer to the same semester one year prior. (If Spring 2021 is not posted, refer to the submission deadlines for Spring 2020. This will give a ballpark idea of submission deadlines.)

Each semester, the Thesis Office has three dates listed:


1. *Deadline for preliminary review*. This is a formatting review that takes place prior to the defense.





2. *Deadline for submission of manuscripts 200+ pages*;

3. *Deadline for submission of manuscripts  $\leq$  200 pages*;

These deadlines refer to submission of the defended manuscript to the Thesis Office with the corrections from the committee incorporated. The page count *should* include appendices.

See below:

Prior to Defense		<b>IDEAL DEFENSE TIME</b> 	After Defense	
Semester Degree Awarded	DEADLINE for Preliminary Review		DEADLINE for manuscript submission, 200+ pages	DEADLINE for manuscript submission, <200 pages
Spring 2020	Friday, February 14		Friday, March 6	Friday, March 13
Summer 2020	Friday, May 29		Friday, June 12	Friday, June 19
Fall 2020	Friday, October 2	Friday, October 16	Friday, October 23	

	DEADLINE for Preliminary Review	DEADLINE for manuscript submission, 200+ pages	DEADLINE for manuscript submission, <200 pages	<div style="background-color: #fff9c4; padding: 5px; text-align: center;"> <b>July 1</b>                      Defense   </div>	<div style="background-color: #fff9c4; padding: 5px; text-align: center;"> <b>July 15</b>                      Submission to Thesis Office   </div>
Summer 2020	Friday, May 29	Friday, June 12	Friday, June 19	<b>October 30</b> Thesis Office Approval 	<b>December 2020</b> Degree Awarded 
Fall 2020	Friday, October 2	Friday, October 16	Friday, October 23		

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Considerations for the defense date:

- At the time of the defense, the student must be enrolled in three or more research credit hours (CVEEN 6970 for MS students or 7970 for PhD students).
- The student can defend at any date up to the first day of the subsequent semester, and not be required to enroll in credits for the subsequent semester. (I.e. Spring 2021 begins on Monday, January 11, 2021. The last date the student can defend, and not be required to enroll in credits for Spring 2021 would be January 10<sup>th</sup>, 2020.)

Approximate defense date: \_\_\_\_\_

Tasks leading up to the defense:	Completion Date:
Three weeks prior to the scheduled defense, <ul style="list-style-type: none"> <li><input type="checkbox"/> provide a copy of the completed manuscript to all committee members and send a link for the <a href="#">manuscript evaluation</a></li> <li><input type="checkbox"/> complete the <a href="#">Defense Announcement</a> Form</li> <li><input type="checkbox"/> complete the Curriculum Review: MS   PhD</li> <li><input type="checkbox"/></li> </ul>	_____ (Date)
Five or more business days prior to the scheduled defense, <ul style="list-style-type: none"> <li><input type="checkbox"/> the manuscript evaluation submissions are due. <i>If this step is not met, the upcoming defense is at risk of cancellation.</i></li> </ul>	_____ (Date)

If the defense will be taking place remotely (over Zoom), please inform the graduate advisor if you would like them present to moderate and assist with the breakout discussion for the committee. In the case that the graduate advisor is present at the remote defense, the advisor is responsible for creation of the Zoom meeting.

If the faculty advisor or a colleague would like to assist with the Zoom meeting facilitation, they will be responsible for the creation of the Zoom meeting.

The COVID-19 pandemic has changed many things, including how forms and formal documentation is completed. Following the defense:

- the graduate advisor will send the report of defense, to the committee for digital signatures.

The student should make efficiently make edits to the manuscript as advised by the committee.

Once the suggested edits from the committee have been made,

- the student should send the finalized manuscript to the committee and to the graduate advisor.
- the student will submit the corrected manuscript to the Thesis Office following [the current submission procedures](#).
- The graduate advisor will prompt the Thesis Office to create the Statement of Approval and the Final Reading Approval digital documents, for digital signatures.
- the graduate advisor will ensure that all grades are complete (and all T's or I's changed to letter grades)
- the graduate advisor will ensure that all details of the graduate file has been marked as complete.
- the student is responsible for ongoing communications with the Thesis Office.