

## 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. I.e. You want to have your degree granted and concluded by December 2021; So, you must get Thesis Office approval in the Fall 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 2022 is not posted, refer to the submission deadlines for Spring 2021. 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*; Deadlines two and three refer to submission of the defended manuscript to the Thesis Office, with the corrections from the committee incorporated. The page count *does* include appendices.

See below:

|                | Before Defense                  |  | After Defense                                   |   |
|----------------|---------------------------------|--|---|---|
| Degree Awarded | Deadline for preliminary review |  | Deadline for submission of manuscripts 200+ pgs | Deadline for submission of manuscripts $\leq$ 200 pgs |
| Spring 2021    | Friday Feb. 12, 2021            |  | Friday Mar. 5, 2021                             | Friday Mar. 12, 2021                                  |
| Summer 2021    | Friday May 28, 2021             |  | Friday Jun. 11, 2021                            | Friday Jun. 18, 2021                                  |
| Fall 2021      | Friday Oct. 1, 2021             |  | Friday Oct. 15, 2021                            | Friday Oct. 22, 2021                                  |

| Degree Awarded | Deadline for preliminary review | Deadline for submission of manuscripts 200+ pgs | Deadline for submission of manuscripts $\leq$ 200 pgs | July 1 Defense                           | July 15 Submit to Thesis Office    |
|----------------|---------------------------------|---|---|--|------------------------------------|
| Summer 2021    | Friday May 28, 2021             | Friday Jun. 11, 2021                            | Friday Jun. 18, 2021                                  | <b>Oct. 30</b><br>Thesis Office Approval | <b>Dec. 2021</b><br>Degree Awarded |
| Fall 2021      | Friday Oct. 1, 2021             | Friday Oct. 15, 2021                            | Friday Oct. 22, 2021                                  |  |                                    |

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.)

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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> </ul> | _____<br>(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>   | _____<br>(Date)  |
| <b>Manuscript Submission Deadline (as determined by the Thesis Office)</b>  | _____<br>(Date)  |

The COVID-19 pandemic has changed many things, including how forms and formal documentation is completed. If the defense will take 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 and committee invitation to the Zoom meeting. If the faculty advisor or a colleague would like to assist with Zoom meeting facilitation, they will be responsible for the creation of the Zoom meeting.

Following the defense:

- the graduate advisor will send the **report of defense**, to the committee for digital signatures.
- the student will make edits to the manuscript as advised by the committee and submit by the appropriate deadline posted by the Thesis Office.

Once the suggested edits from the committee have been made:

- the student will 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 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 have been marked as complete.
- the student is responsible for ongoing communications with the Thesis Office.