Graduate Education
Thesis & Dissertation
Writing Workshop
Spring 2018
Maribeth Price, Dean of Graduate Education

Part II: Finishing your thesis or dissertation
The Office of Graduate Education
C 2201

- Maribeth Price
  - Dean of Graduate Education

- Rachel Howard
  - Admissions, applications, assistantships

- Trudy Severson
  - Student progress, POS processing, degree audits, thesis/dissertation processing
Steps

You’re getting close!

- Define a topic area and establish committee
- Review the literature
- Develop and refine research question
- Develop and refine methods
- Collect and analyze data
- Write up the results
- Get approval of document from advisor
- Get approval from committee
- Defend
- Final edits

Process is not as linear as it appears!
Manuscript preparation
Two style options

• Traditional Thesis/Dissertation

• Compilation of Journal Articles
Traditional style

The required components of an M.S. thesis or Ph.D. dissertation include the following. ALL components MUST be available for committee review prior to the defense.

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- Introduction
- Theory and/or Literature Search
- Methods
- Results
- Conclusions
- Bibliography,
- Appendices,
- Vita.

Chapter titles and organization are flexible to accommodate differences in disciplines, but these components should be present and recognizable.
Compilation of Journal Articles Style

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List* of Tables,
- List* of Figures,
- Introduction to the full body of work represented by the articles
- One or more journal articles,
- Conclusions including a summary of conclusions from the articles and implications from the work as a whole
- Bibliography for references not in the articles,
- Appendices (include documentation for permission to reproduce published/copyrighted articles),
- Vita.

* - Note that the lists of tables & figures refers to tables and figures in the Introduction and the Conclusions.
Previously published material

• What if I publish a paper before it is included in my thesis/dissertation?
  • Publishers usually assert copyright ownership of papers they publish.
  • Most readily give permission for the paper to be reprinted in a thesis/dissertation, but it takes time.
  • Documentation of permission must be included in the first appendix of your thesis/dissertation

• Applies to accepted or published papers, not submitted ones
Thesis/Dissertation Guidelines

- Updated annually
- Use the current version!
  - Do not copy from old thesis/dissertation
  - Do not use an online source
- LaTeX template available
- Includes templates for title page
# Thesis/Dissertation Checklist

One-page summary of formatting requirements

## All Pages

- **Double spaced** except for abstract page; captions may be single spaced if desired
- 12 point minimum font, New York Times is recommended
- 10 point minimum captions; use different size or style or spacing to distinguish from body text
- 1.5” inch margin on left including title page; 1” inch margin on top, bottom, and right
- Printed on one side of page (no duplex printing)
- Page numbers in upper right hand corner, 3/4” from top and right side

## Illustrations, figures, maps, graphs, tables, etc.

- Figures and tables must fit within the margins specified above, or placed in the back of the thesis as supplemental materials
- Place table captions above the tables and figure captions below the figures. Leave sufficient space above/below captions to differentiate them from the body text.
- Multi-line captions must be left-justified. Capitalize only the first word.
- For figures/tables turned to “landscape” view, the bottom of picture and caption should be located on the right side of the page. Must still fit within specified margins. Page number still in upper right of page.

## Title page

- Should EXACTLY match current year’s template from the *Thesis/Dissertation Writing Manual.*
- No page number

## Abstract

- Must address objectives, methods, results, and conclusions
- Not to exceed 1 single-spaced page in length
- Number the page with lower case Roman numerals starting with “i”

## Acknowledgements

- Lower case Roman numerals, continued

## Table of Contents

- First page: blank
The Title Page

• Must be in the exact format shown in the CURRENT year’s thesis writing instructions.
  • Do NOT copy a title page from someone who previously graduated
  • Do NOT copy a title page from an online source
  • Triple-check names, titles, departments

• There is only ONE master title page with original signatures of your committee.
  • Subsequent copies of your thesis will contain a copy of the original signed title page.
The Metaphysics and Mythology of Coffee
by
Joseph Highly Caffeinated

A thesis submitted to the Graduate Division in partial fulfillment of the requirements for the degree of

Master of Science in Chemical Engineering

South Dakota School of Mines and Technology
Rapid City, South Dakota

Date Defended: April 1, 2017

Approved by:

Major Professor – Kofi K. Bean, Ph.D., Department of Chemistry and Applied Biological Sciences

Graduate Division Representative – Kaldi T. Goether, Ph.D., Department of Humanities

Committee Member – Sin E. Lotte, Ph.D., Department of Civil and Environmental Engineering

Head of the Department of Chemical and Biological Engineering – Dee Caff, Ph.D.

Dean of Graduate Education – Maribeth H. Price, Ph.D.

Required signatures:

* Graduate Advisory Committee
* Department Head or Program Coordinator
* Graduate Dean
Ph.D. Title page:
same format as M.S.

Use of 10 pt. font is ok to fit additional committee members, if needed.
Who owns a thesis/dissertation?

• The ownership rights to theses and dissertations created by students is governed by SD BOR Policy 4:34 and the SD Mines policy IX-2.

• Students with questions regarding intellectual property, patents, and inventions are advised to review these policies and contact the SD Mines Office of Research Affairs with questions.
Copyright

- Students are encouraged to place a copyright notice in every thesis or dissertation.
- The student must, as a condition of a degree award, grant royalty-free permission to the School to reproduce, use, and publicly distribute copies of the thesis or dissertation.
Printing

• All revisions, edits, and proofreading are done electronically.*

• ONE copy on archival paper is required from you. The library makes the rest.
  • Buy your paper from the bookstore early, in case they run out.

• The ONE copy is printed after ALL revisions and proofreading are done.

• The TITLE PAGE is printed earlier, for your committee to sign to indicate acceptance of the document.

*Unless you have a committee member who prefers paper.
Copying and Binding

• Contact the SDSM&T Devereaux Library to set up an appointment to discuss costs.

• Costs vary. Budget $200-$300+ depending on:
  • document size
  • number of color pages
  • supplementary materials (large maps, CD’s, etc.)
  • number of copies printed

• Devereaux Library at SDSM&T retains:
  • Original unbound manuscript
  • 1 bound copy
  • 1 cd copy (in PDF format)

• Additional copies may be required for:
  • Department
  • Major Professor
  • Industrial partners or funding agencies

• The Library will sign a form indicating that you have ordered and paid for the necessary copies.
Timelines
**Process overview**

General steps to completion

- Schedule target defense date with committee
- Major professor approves document
- Committee approves document
- Schedule defense with Grad Office
- Defend
- Revise document as committee requires
- Committee signs title page to approve revisions
- Submit to Grad Office for proofreading
- Make final corrections
- Print on archival paper and submit to Library
The defense process
In detail. Just take it a step at a time.

[Thesis/Dissertation Completion Instructions]

The forms listed in this document may be found at: http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/

Getting ready to defend
2. Review the Schedule and Procedures for Defense and the current year Graduate Education Deadlines well in advance. Be sure to allow enough time to complete the defense process once the thesis/dissertation (T/D) is written. Pay particular attention to the last day possible to submit your final document to the Grad Ed Office. Check early on with your committee members about their availability, not only for your defense, but also for follow-up. This is particularly important during the summer months.
3. Submit your T/D to your major professor for review. He or she will verify when the T/D is ready to go to your committee. At this time, discuss whether the T/D will require certification from Research Affairs as a restricted T/D, so that you can arrange for the approval needed on the Defense Approval and Scheduling Form with time to spare.
4. The Graduate Office handles thesis/dissertation (T/D) submissions in a D2L course titled Thesis/Dissertation Final Submission. If you are enrolled in this course automatically during your final semester, this course for Grad Office review only; we do not forward you to the D2L course for T/D submission until the scheduled time. If you are not enrolled in this course, contact your major professor or the Graduate Office.
5. Submit your document to the committee for review. (Each committee requires a final form to verify that the document is defensible, in order to award the degree.) If you are enrolled in this course, log into D2L and submit the T/D document (as a single PDF file) and any scanned title page to the “Thesis/Dissertation Proofsreading Submission” Dropbox folder.
6. Schedule your defense using the Defense Approval and Scheduling Form. You will be notified by email when the proofering is complete. Download the marked file and your edited abstract from the Dropbox folder.
7. Your committee will review the “Thesis/Dissertation Completion Checklist” and submit it to the Grad Ed Office. Revisions must be completed and a new draft of the thesis/dissertation submitted before the deadline.
8. Submit your revised document to the Grad Ed Office. You will be notified to come to the Grad Ed Office to pick up your document once the Dean has reviewed and signed it.
10. Take the Proofsread and edited document to the Devereaux Library and have the signed Thesis/Dissertation Order Sheet (or Restricted Thesis/Dissertation Order Sheet), the Checksheet for Graduate Students, the final T/D (with title page), the required number of CDs, the required number of PDFs of all supplemental elements of the T/D in addition to the original file. Pay for the printing and binding and make sure that you obtain the required library staff signature on the checkout sheet.
11. Gather all required signatures and return the Thesis/Dissertation Completion Checklist to the Grad Ed Office. This is an important step to ensure your diploma is released.
12. You will get this document by email; it is also on the Forms site.
Tips on Committee Scheduling

• Contact your committee during the semester prior to your planned date of graduation to check their availability.

• Set a target date weeks ahead of time, even if your documents is not done yet

• Be mindful of holidays and term start/end dates

• Don’t overload your committee with members

• Allow 1-2 extra weeks for obtaining post-defense signatures by surface mail if your committee includes off-campus members

• Deadlines are minimums! Allow extra time.
1/3 of students who plan to graduate do not finish in the anticipated semester. Plan in advance, and anticipate potential changes to your timeline.

**Table 1. Recommended Timeline for Graduating Students**

<table>
<thead>
<tr>
<th>Task (All students; thesis/dissertation students only)</th>
<th>Target date for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete admission to candidacy (PhD students only) Includes defending dissertation research proposal</td>
<td>After completion of most coursework</td>
</tr>
<tr>
<td>Submit application to graduate</td>
<td>Midterm of semester prior to degree completion</td>
</tr>
<tr>
<td>Review Program of Study and submit revised POS if needed; register for final semester courses</td>
<td>Midterm of semester prior to degree completion</td>
</tr>
<tr>
<td>Give thesis/dissertation to major professor for review and permission to give to the committee (allow two weeks)</td>
<td>8-10 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Give thesis/dissertation to committee for review and to Grad Office for pre-format check (allow two weeks)</td>
<td>6-8 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Schedule defense (requires committee signatures; submit signed form at least five business days before defense)</td>
<td>5 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Defend</td>
<td>4 weeks prior to end of finals week</td>
</tr>
</tbody>
</table>
Get approvals

• “Final” draft should be as good as you can make it
  • It MUST be complete. No missing chapters, abstracts, references, etc.
  • Review Grad Office formatting requirements
  • Proofread and edit; get help if you need it

• Major professor must approve it before you send to the committee/Grad Office

• Committee must approve it as defensible before you can formally schedule the defense with the Grad Office
  • Check preferred review format for each member (paper, Word, PDF)
Grad Office pre-format check

• This review is a courtesy to find formatting errors you might have missed
• It is NOT instructions on how to format—those are already provided to you
• Check your own document carefully using the checklist provided BEFORE submitting

The Truffle Challenge
Like making truffles, formatting theses and dissertations require care and attention to detail. Dr. Price will give a chocolate truffle to every student with NO errors on the format check.
Dear Student:

Select a date and time when your committee members can attend and reserve the room for your defense.

(Your department program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period of final examinations at the end of the semester (see academic calendar at the front of the current catalog).
- This form must be completed and received in the Office of Graduate Education (C 2201) NO LESS THAN FIVE WORKING DAYS before the scheduled time of the defense.

Print Student Name: ____________________________ Student ID: ________________________

Program: ____________________________ [ ] MS thesis defense [ ] PhD dissertation defense

Time: ____________ [ ] am [ ] pm on ____________ Day of week, _____ Month, _____ Day, _____ Year

Room: ____________________________ of the ____________________________ Building

Thesis/Dissertation Title (print clearly):

________________________________________

Do any of the following pertain to this thesis/dissertation: (1) it is controlled under ITAA or EAR; (2) it is covered under an existing proprietary agreement; (3) it is not a restricted defense.

If you answered Yes, the Office of Research Affairs (OH 102) must be notified below. A restricted defense is not announced the campus community or the library until the specified release date.

Restricted Thesis Dissertation Declaration (to be completed by the Office of Research Affairs)

If [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ____________________________

Signature of designated official (Print Name) ____________________________ Date: ____________________________

I request to defend on the date specified above: Student Signature: ____________________________ Date: ____________________________

Committee approvals:

I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to your advisor immediately following your review, so that the student may work on revisions prior to the defense.)

Major Professor Signature: ____________________________ Date: ____________________________

Graduate Representative Signature: ____________________________ Date: ____________________________

Committee Member Signature: ____________________________ Date: ____________________________

Committee Member Signature: ____________________________ Date: ____________________________

Committee Member Signature: ____________________________ Date: ____________________________

Committee Member Signature: ____________________________ Date: ____________________________

Committee Member Signature: ____________________________ Date: ____________________________

Restricted section—check with major professor whether it applies to you.

Form is due to the Grad Office at least 5 business days prior to defense.
Defense Approval and Scheduling Form

Restricted Thesis/Dissertation Declaration

Dear Student:
Select a date/time when your committee members can attend and reserve the room for your defense.
(Your department/program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period of final examinations at the end of the semester (see academic calendar at the front of the current catalog).
- This form must be completed and received in the Office of Graduate Education (C 2201) NO LESS THAN FIVE WORKING DAYS before the scheduled time of the defense.

Print Student Name: ______________________________ Student ID: ____________________
Program: ____________________________ [ ] MS thesis defense [ ] PhD dissertation defense

Time: _________ [ ] am [ ] pm on ____________________________

Day of week: __________ Month: __________ Day: __________ Year: __________

Room: ____________________________ Building: ____________________________

Thesis/Dissertation Title (print clearly): ____________________________

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAR or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. [ ] Yes [ ] No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ____________________________

Signature of designated official: ____________________________ (Print Name) __________________ Date: __________________

Contact dept secretary or Surbeck scheduling office for room reservation

Send a PDF or JPEG image to us for the announcement
Committee must have time to review the document and declare it defensible before you can schedule.

I request to defend on the date specified above:

Student Signature ___________________________ Date________

Committee approvals:
I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

Major Professor Signature ___________________________ (Print Name) ___________ Date________

Graduate Representative Signature ___________________________ (Print Name) ___________ Date________

Committee Member Signature ___________________________ (Print Name) ___________ Date________

Committee Member Signature ___________________________ (Print Name) ___________ Date________

Committee Member Signature ___________________________ (Print Name) ___________ Date________

Committee Member Signature ___________________________ (Print Name) ___________ Date________

Committee Member Signature ___________________________ (Print Name) ___________ Date________

committee signatures should match program of study
**Restricted thesis/dissertation**

- Consult with major professor if you are unsure whether this applies to your thesis/dissertation
- If it does, you will need to schedule an appointment with the Office of Research Affairs to certify that it is restricted
- **Allow time**—discuss with major professor when giving the document to him/her to review

---

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAR or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. [ ] Yes [ ] No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

**Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)**

This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ______________________

Signature of designated official ____________________________ (Print Name) ____________________________ Date ____________________________

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*Note: The above text is an excerpt from a document provided by the School of Mines & Technology, South Dakota.*
Defend

• The defense is the final exam of your degree
• Typically a 30-60 minute presentation, open to the public,
• Followed by an oral examination by your committee in private
• Additional revisions usually suggested
• A defense report is sent to the Grad Office by your committee, to indicate whether you passed the defense.
## Post-defense steps

<table>
<thead>
<tr>
<th>Defend</th>
<th>4 weeks prior to end of finals week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work on revisions prior to/after defense and obtain title page approval signatures from your committee (allow two-three weeks)</td>
<td>3 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Submit committee-approved copy to Grad Office via D2L for proofreading (allow two weeks)</td>
<td>3 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Make final corrections, print on archival paper, get Dean’s signature (allow one week), submit final copy</td>
<td>1 week prior to end of finals week</td>
</tr>
</tbody>
</table>

**Complete Checkout Sheet for Graduate Students**

- Last day of finals week
- Last day of finals week
- Saturday after the last day of finals

**All course, project, and program requirements completed and grades assigned**

- Wednesday after commencement (final deadline for faculty to submit grades)

Plan to remain on campus, if possible, until all steps are complete and the Checkout Sheet is turned in.
Thesis/dissertation approval

- Committee signatures on the title page, printed on archival paper, indicates **approval** and **acceptance** of the final copy.

- You cannot proceed to the final proofreading without all committee signatures.

- The Dean signs AFTER the proofreading and final edits have been made.
Checkout

- Certifies that
- Your project is complete
- Your library copy has been submitted
- You have met your responsibilities for proper disposal of hazardous materials
- You have returned your keys

### Check Out Sheet for Graduate Students

Return this form to the Office of Graduate Education (C2201) as soon as you have obtained all necessary signatures. It is due no later than 4 p.m. on the last day of finals week in the semester of graduation.

Print Student Name_____________  ID#_____________

Degree Program: __________________________________ Semester of completion: __________________________

<table>
<thead>
<tr>
<th>Section A: To be completed by student's major professor/ advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Degree research/project completion: Please check one:</td>
</tr>
<tr>
<td>___ Student is a non-thesis student and has no project to</td>
</tr>
<tr>
<td>complete</td>
</tr>
<tr>
<td>___ Student is a non-thesis student and has completed the</td>
</tr>
<tr>
<td>final project requirements</td>
</tr>
<tr>
<td>___ Student has written a thesis or dissertation (Section B must be completed)</td>
</tr>
</tbody>
</table>

| 2. Campus checkout requirements: Please check all that apply:|
| ___ Student will be remaining on campus for another degree or |
| post-doc                                                  |
| ___ Student is leaving campus and has been issued keys (Section C must be completed) |
| ___ Student is leaving campus and uses laboratory facilities |

List labs: ____________________________________________

<table>
<thead>
<tr>
<th>Section B: To be completed by Devereaux Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Devereaux Library certifies that this student has delivered the final master copy of the thesis/dissertation to the Library for printing and binding, and that payment has been received for all services related to thesis/dissertation production.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C: To be completed by the Facilities and Risk Management Office (Keys)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Facilities and Risk Management Office (Facilities Building) certifies that this student has returned all building and room keys issued to the student.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section D: To be completed by the Campus Environmental Health and Safety Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student: To get this section completed, you will need to arrange an appointment</td>
</tr>
<tr>
<td>for a lab walk-through by emailing <a href="mailto:Margaret.Smallbrock@sdsmt.edu">Margaret.Smallbrock@sdsmt.edu</a>. The sooner</td>
</tr>
<tr>
<td>you make this appointment, the better.</td>
</tr>
<tr>
<td>The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reminders for the Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ I have submitted the Placement/Post Graduation form to the Career Planning Office (Gub boyfriend)</td>
</tr>
<tr>
<td>___ I have submitted the Graduate Information Form to the Alumni Office (Foundation Building)</td>
</tr>
<tr>
<td>___ PhD students only: I have completed the Survey of Earned Doctorates for the National Science Foundation</td>
</tr>
<tr>
<td><a href="https://ted.norc.org/doctorateShowRegister.do">https://ted.norc.org/doctorateShowRegister.do</a></td>
</tr>
</tbody>
</table>

Signature of Major Professor ______________________  Print name ______________  Date ___________

Signature of certifying official _______________  Print name ______________  Date ___________

Signature of certifying official _______________  Print name ______________  Date ___________

Signature of certifying official _______________  Print name ______________  Date ___________
### Graduate Education Deadlines

#### Table 2: Official Graduate Office Deadlines for the 2017-2018 Academic Year

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to Candidacy</td>
<td>One year before defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last day to apply for graduation</strong></td>
<td>8/31/2017</td>
<td>1/17/2018</td>
<td>1/17/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td>10/31/2017</td>
<td>3/23/2018</td>
<td>6/15/2018</td>
</tr>
<tr>
<td>Last day to submit defense schedule form</td>
<td>11/14/2017</td>
<td>4/6/2018</td>
<td>6/29/2018</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/21/2017</td>
<td>4/13/2018</td>
<td>7/6/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation (approved by committee) to the Graduate Office for proofreading</td>
<td>11/29/2017</td>
<td>4/20/2018</td>
<td>7/13/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation to Graduate Office for the Dean’s signature</td>
<td>12/6/2017</td>
<td>4/27/2018</td>
<td>7/20/2018</td>
</tr>
<tr>
<td>Last day to submit <strong>Checkout Sheet for Graduate Students</strong></td>
<td>12/13/2017</td>
<td>5/4/2018</td>
<td>7/27/2018</td>
</tr>
<tr>
<td>Last day for all requirements to be completed (course grades, projects, program requirements)</td>
<td>12/18/2017</td>
<td>5/9/2018</td>
<td>8/1/2018</td>
</tr>
</tbody>
</table>

*Failure to meet these deadlines may result in inability to complete the degree requirements in the same semester and a requirement to register for the following semester.*
Avoid the trap

• Typically 1/3 of students who apply to graduate do not finish in the same semester.
  • Writing not finished in time
  • More substantial corrections than anticipated

• Allow 8-10 weeks from final draft to completion.
  • Fall: give to major prof by mid-October
  • Spring: give the major prof by spring break

• Committees will NOT permit the defense to go forward unless the document is complete and the work sound
Be smart...and realistic

• If you do not complete the requirements, you must register for at least 2 credits the next semester. This costs you **MONEY**.
  
  • **Set realistic deadlines** and submit the thesis or dissertation ________ (when?)
  
  • The committee is **NOT** obligated to perform high-speed reviews because you are pushing the deadlines.
  
  • The committee should **NEVER** agree to review or hold a defense with a partial document!!

*Hope is not a strategy*
Finishing in the summer

• Not recommended because
  • Faculty are not on contract
  • Committee members may not be willing
  • Faculty are often busy or traveling
  • Getting reviews, meetings, and signatures is extra challenging
  • Summer deadlines come quickly!
    • Last day to defend comes in early July
    • Last day to submit final copy is mid-July

• Carefully consider your strategy
  • Get agreement and target date from committee FIRST
  • It may be better to skip summer and complete in fall
  • If you miss the summer deadlines, you pay TWICE
Smile, you earned it!

Commencement
Commencement policy

Graduation and commencement are different things

- Graduation
  - Student completes all requirements by the deadline
  - Degree is awarded in the semester of completion
  - Student must remain registered until graduation

- Commencement participation
  - Student walks and is listed in the program
  - May occur in a different semester than graduation
  - May walk in one semester and be listed in another
  - Can only do each (walk/list) ONCE
  - MS summer grads may petition to walk in May or may walk in December
  - PhD students MUST complete all requirements by the deadline to walk and be hooded
Petitioning to walk prior to completion

MS students only

- Approval is not guaranteed
- You must demonstrate that you have every chance of finishing before the next deadline
  - Courses complete
  - Research done
  - Writing nearly done
  - Committee has agreed on tentative defense date
- That your family already has airline tickets is NOT a valid reason.
  - Do not invite them to graduation until you are SURE that you will be done. If you already invited them, make sure you GET DONE.
PhD hooding ceremony

- Hooding is performed by major professor and the Graduate Dean
- Hooding practice at the Civic Center the day before commencement