THESIS COMMITTEE AND DEFENSE PROCESS CHECKLIST

Step One: Select a Thesis Advisor
☐ Deadline: By the time 18 credit hours have been attempted
☐ Requirement: Advisor must be a full member of the graduate faculty

Step Two: Form the Thesis Committee
Deadline: By the time 18 credit hours have been attempted
Requirements:
Committee must be composed of:
☐ Three members who are members of the graduate faculty (including chair/advisor)
☐ Two of the members must be full members of the graduate faculty
☐ Include no more than one member of another institutions, as applicable
☐ Approved by graduate coordinator or department chair
☐ Advisor/department chair submits Report of Thesis/Dissertation Committee Composition Form to the Graduate College for final approval by the time 18 credit hours have been attempted

Step Three: Receive Thesis Proposal Clearance for Graduate Research
Deadline: Prior to conducting research
☐ Approval is required from the appropriate research committee prior to conducting research.
☐ After approval from the appropriate research committee is received, students are required to complete the Clearance for Graduate Research Form and receive a clearance letter from the Office of Research Compliance and Ethics.

NOTE: ALL students completing a thesis or dissertation are required to be cleared through the Office of Research Compliance and Ethics to ensure the University’s compliance with applicable laws governing research.

Step Four: Final Oral Defense of Thesis
☐ Advisor submits Request to Schedule Final Thesis/Dissertation Defense Form to Graduate College four weeks prior to the defense.
☐ Copies of the thesis presented to committee no later than one week prior to oral defense.
☐ Defense results are to be communicated to the Graduate College using the Oral Defense Results Form.

Step Five: Submission of the Thesis
Deadline: By the deadline posted on the academic calendar
Requirements:
☐ Conform to the Graduate College’s formatting guidelines for theses (see the template/handbook on our webpage)
☐ Major Professor (Committee Chair) submits, by email, the following documents (must be received by the deadline posted on the academic calendar):
  ☐ A PDF copy of the approved version of the thesis/dissertation
  ☐ The Research Clearance Letter (must be requested as specified in Step Three above)
  ☐ A scanned copy of the completed and signed Thesis/Dissertation Submission Checklist
☐ Complete the submission to the ProQuest Electronic Theses & Dissertations (ETD) system. A Non-Exclusive Distribution Agreement is part of the ProQuest submission. Instructions for this step will be provided upon receipt of the submission documents.

Step Six: Publishing the Thesis
Deadline: After thesis has been reviewed and approved by the Graduate College
☐ Final thesis document published electronically to the ProQuest/UMI Electronic Thesis and Dissertation (ETD) Database

**Note: Please see the thesis/dissertation website for further details regarding the thesis completion process: