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 clearance 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

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
☐ 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 (see "Research Clearance Letter" above)
  ☐ A scanned copy of the completed and signed Thesis/Dissertation Checklist.
  ☐ Checklist form signed by the student, the major professor, and the department chair
☐ 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

Please see website for detailed description of thesis completion process at: