

Procedures for Scheduling a Thesis Defense

At least 10 business days prior to the defense date, the student must submit to the graduate program office:

1. A “major research paper recommendation for oral examination form” signed by your committee members; this form will also contain the title of your thesis, the confirmed date and time of the defense, as well as the names of all examining committee members. Once submitted to the graduate program office students will be unable to change the title of their MRP.
2. The examining committee will consist of the members of your supervisory committee, and the Program Director or designate.
3. You are responsible for mailing or delivering copies of your MRP to the committee members.

Procedures for After your Thesis Defense

1. If you have any revisions from the defense, these must be completed and then approved by your supervisor. Once approved, your supervisor fill out a “major research paper completion form”.
2. Once the Graduate Program Office receives the “major research paper completion form”, the Graduate Program Office will process a convocation form on behalf of the student and send it to the Registrar’s Office. Student also applies online to convocate.
3. Approximately 2 months prior to the convocation ceremony, the student should visit the convocation website and RSVP to the ceremony online. The website will also inform the student about when/where to arrive for the ceremony