Thesis/Dissertation Workshop

Checklist

|  |  |
| --- | --- |
| * **1. Form a Committee** * Each Committee must have one Chairperson and at least two\*\* or three\*\*\* other members. * See “Guidelines for the Preparation of Theses and Dissertations”\* (p.7) for full requirements. * **2. Submit Committee Endorsement Form** * Submit the form to gradschool@gvsu.edu. An approval letter will be sent after submission. * The form is available on the Thesis and Dissertation Website\*. * **3. Conduct Research** * Schedule regular writing sessions weekly, develop sustainable habits, and meet with your committee chair/professor to focus your research. * See “Guidelines…”\* (p.8) for details. * **4. Schedule a Defense Presentation** * Schedule a time, date, and room with your committee chair. * Complete the Thesis/Dissertation Defense Announcement Form\* | * **5. Collect Signatures** * Send the Thesis and Dissertation Final Approval Form to all committee members for them to sign. * Ask the committee chair to obtain the signature of the appropriate Academic Dean. * Form available on the Thesis and Dissertation Website\* * **6. Submit the Thesis/Dissertation** * Send the completed .pdf copy of the work to gradschool@gvsu.edu no later than the last day of the semester in which you plan to graduate. You will receive a final .pdf signed by the Dean of the Graduate School and a Scholar Works Submission Agreement. * Send the submission agreement and final signed .pdf to Scholar Works at [scholarworks@gvsu.edu](mailto:scholarworks@gvsu.edu). * **7. Apply to Graduate** * All students must fill out an Application to Graduate and file it with the Office of the Registrar. The form is available online in the Forms Library at [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar). * Students should apply for graduation at the beginning of the semester they wish to graduate.   \*Visit https://www.gvsu.edu/gs/thesis-and-dissertation-information-35.htm for forms, guides, and other resources.  \*\*Thesis Requirement  \*\*\*Dissertation Requirement |

Timetable

|  |  |  |
| --- | --- | --- |
| Semester of Thesis or Dissertation Defense | Final Day to Defend Thesis or Dissertation | Final Day to Submit Final Documents to The Graduate School |
|  |  |  |
| Fall 2019 | Nov. 22, 2019 | Dec. 13, 2019 |
| Winter 2020 | Apr. 3, 2020 | Apr. 24, 2020 |
| Spring/Summer 2020 | Jul. 14, 2020 | Aug. 4, 2020 |
| Fall 2020 | Nov. 30, 2020 | Dec. 19, 2020 |
| Winter 2021 | Apr. 9, 2021 | Apr. 30, 2021 |
| Spring/Summer 2021 | Jul. 21, 2021 | Aug. 11, 2021 |