Thesis/Dissertation Workshop

Checklist

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| * **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.
* **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

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| Semester of Thesis or Dissertation Defense | Final Day to Defend Thesis or Dissertation | Final Day to Submit Final Documents to The Graduate School |
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| 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 |