

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 Trista Shumway in The Graduate School at shumwayt@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 the 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 Trista Shumway in The Graduate School at shumwayt@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.
- 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 2025	November 18, 2025	December 12, 2025
Winter 2026	April 1, 2026	April 24, 2026
Spring/Summer 2026	July 14, 2026	August 11, 2026
Fall 2026	November 20, 2026	December 11, 2026