

# M.S. Program – May Graduation

## Final Semester Timeline

[Thesis Committee Approval Form](#): (Does not apply to M.S. Teacher Licensure). The Thesis Committee is comprised of three or four members.

From the Graduate Catalog:

*“Committees must be appointed no later than the conclusion of the semester or term **preceding** the semester or term in which the student will defend the thesis or take the [comprehensive] examination.”*

All defending students:

Meet with DGS at the beginning of your defending semester/term to review your IDP and Academic Requirements.

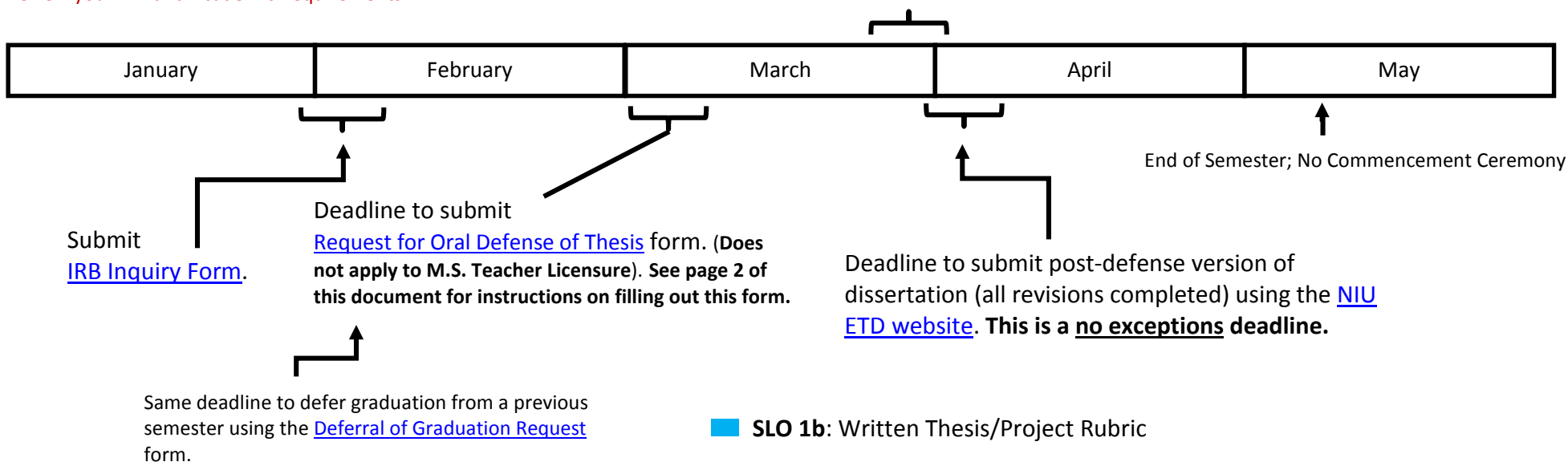
Click [here](#) to view the specific deadline dates for May graduation.

Students with approved **co-advisors**: These names are to be listed as **co-chairs** on the Thesis Committee Approval and Results of Oral Defense forms.

■ **SLO 1c** Oral Defense of Thesis/Project Rubric and Oral Comprehensive Exam Rubric.

Deadline to submit [Results of Oral Defense of Thesis or Dissertation](#). (Applies to both M.S. Thesis and M.S. Teacher Licensure).

See page 2 of this document for instructions on filling out this form.



Additional Graduate School forms:

[Request to Change Thesis Committee](#) form: Must be filed if any member of the previously approved dissertation committee is added or dropped.

All paper forms must be turned in to Ryan Damhoff (Faraday Hall 323).

**Request for Oral Defense of Dissertation form: An important note.**

- The bottom of this form has the following: **“Signatures indicate that the committee member has read the thesis and agrees to schedule a defense. Signatures do not indicate final approval”**. A defense committee member therefore has the right to refuse signing this form if they have not yet read your thesis.

**Results of Oral Defense of Thesis or Dissertation form: Instructions.**

**Results of Oral Defense of Thesis or Dissertation**

Student \_\_\_\_\_ ZID \_\_\_\_\_

Department \_\_\_\_\_ Program \_\_\_\_\_

Date of Defense \_\_\_\_\_ Degree  Master’s  Doctoral **Attempt**  First  Second

Type of defense  Thesis  Dissertation  Master’s Project  Recital  
 Combined comprehensive exam & thesis defense/recital/show

- Prior to your defense, complete the top part of the form, shown above. The **Program** field may be left blank. Check the Master’s box and the appropriate **Attempt** box. For **Type of defense**, check the Thesis box if **M.S. Thesis**, or check the Master’s Project box if **M.S. Teacher Licensure**. Also check the Combined comprehensive exam & thesis defense/recital/show box. Bring the form, with the top part completed, to your defense. Notify your advisor(s) that you will do this.
- At the end of your defense, the appropriate pass/fail box is checked and the committee members print and sign their names to certify the outcome.
- The committee will also mark one of the pass options below.

Results of Defense  Pass  Fail

If passed, mark one:

\_\_\_\_\_ **Pass: THE THESIS/DISSERTATION REQUIRES NO FURTHER REVIEW BY THE COMMITTEE OR CHAIR**  
 The thesis/dissertation may be submitted to the Graduate School for review. Submit this form to the Graduate School by fax (753.6366) or hand deliver to Adams Hall 223 within 3 days of the defense.

\_\_\_\_\_ **Pass: THE THESIS/DISSERTATION REQUIRES REVISIONS OR CORRECTIONS WHICH MUST BE REVIEWED**  
 The thesis/dissertation requires revisions that must be approved by the committee prior to submission to the Graduate School. Indicate below the required revisions and names of committee members responsible for approving the revisions. **DO NOT SUBMIT THIS FORM OR THE THESIS/DISSERTATION UNTIL REVISIONS OR CORRECTIONS ARE APPROVED AND APPROVALS ARE INDICATED BELOW.**

	Once revisions are approved, the chair and committee members conducting the review initial here:          Submit form immediately by fax (753.6366) or hand deliver to Adams Hall 223.
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If revisions are required, your advisor(s) will list the names of the committee members that will review the revisions in the left box. On approval of the revisions, the listed members will initial the right box. The committee chair(s) may assume signature authority for revision approval.

- Submit the initialed form to Ryan Damhoff (or Linda Davis if Ryan is absent) by the appropriate deadline. This ensures that the department has a copy of the form. Ryan or Linda will deliver the original form to the Graduate School.