

Graduate Policy Committee

- 1) **Proposal to adjust the “academic courtesy” submission to committee timeframe for dissertations**
- 2) **Proposal to establish a deadline for defense course enrollment**

Requirements at the Master’s Level

[other subheadings]

Thesis (Graduate Bulletin Page 101)

[...]

Before writing the thesis, the student should become familiar with the University's manuscript formatting and clearance requirements. Academic courtesy requires that the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic submission instructions and manuscript/forms submission deadlines can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

[...]

Examination in Defense of Thesis (Graduate Bulletin Page 101)

[...]

Academic courtesy requires that the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic manuscript submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

The supervisory committee will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's website. Electronic forms submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation. **By this time, the students must be enrolled in their defense course.**

[...]

Requirements of the Doctor of Philosophy (PhD) Degree

[other sub-headings]

Dissertation (Graduate Bulletin Page 105)

[...]

Before writing the dissertation, the student should become familiar with the University's manuscript formatting and clearance requirements. Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the oral examination unless all members of the examination committee agree to a shorter reading period. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to the Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

[...]

Examination in Defense of Dissertation (Graduate Bulletin Page 106)

[...]

Academic courtesy requires that the dissertation be submitted to each member of the supervisory committee at least four weeks before the oral examination unless all members of the examination committee agree to a shorter reading period. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic manuscript submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

The supervisory committee will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the dissertation title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's website. Electronic forms submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation. **By this time, the students must be enrolled in their defense course.**

[...]

[other sub-headings]