

GRADUATE STUDENT PROGRESS FORM V

V. Approval for Thesis/Dissertation Presentation and Final Exam

Note: See reverse side for instructions Date: _____

Student Name: _____ email: _____

I.D. No.: _____ Degree Program: Masters _____ or Ph.D. _____

1. Approval of Thesis/Dissertation for Distribution to Committee Members: I have reviewed and edited the draft thesis/dissertation for content and style and approved distribution to the committee.
Thesis/Dissertation Title: _____

Advisor Signature Date

2. Submittal of Thesis/Dissertation to the Committee: All committee members must receive a complete draft of the thesis/dissertation a minimum of 4 weeks before the anticipated defense date.

<u>Committee Members (type or print)</u>	<u>Signature</u>	<u>Date Received</u>
_____	_____	_____ Advisor
_____	_____	_____ Dept. Member
_____	_____	_____ Dept. Member
_____	_____	_____ Dept. Member
_____	_____	_____ Outside Member
_____	_____	_____ Additional Member

3. Approval for Thesis/Dissertation Presentation and Final Exam: Each committee member must approve that your thesis or dissertation is ready for presentation and you are ready for your final exam. You may schedule your presentation and final exam no sooner than 14 days following the last approval date below.

<u>Committee Members (type or print)</u>	<u>Signature</u>	<u>Date Received</u>
_____	_____	_____ Advisor
_____	_____	_____ Dept. Member
_____	_____	_____ Dept. Member
_____	_____	_____ Dept. Member
_____	_____	_____ Outside Member
_____	_____	_____ Additional Member

4. Scheduling of Thesis or Dissertation Presentation and Final Exam: Present this form to the department secretary who will schedule your presentation and final exam date and assist you in submission of the Graduate Program's 'yellow' form "NOTICE OF THESIS OR DISSERTATION DEFENSE AND ORAL EXAMINATION."

Presentation Date: _____ Final Exam Date: _____ by _____
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GPC Approval _____ GPC Committee Signature _____ Date _____

INSTRUCTIONS TO THE STUDENT

This form documents preparation of your thesis/dissertation, promotes interaction with your advisor and committee members, and insures adequate lead time for the formal presentation of your research and final exam. **BE SURE TO READ AND CAREFULLY FOLLOW THESE INSTRUCTIONS OR YOU RISK DELAYING YOUR GRADUATION.** This form must be completed in its entirety a minimum of 2 weeks before the date of your thesis/dissertation presentation. There will be no exceptions to any of the time rules below unless by a special meeting and approval of all GPC Committee members. The student must also submit to the Graduate Programs Office the University form “NOTIFICATION OF THESIS OR DISSERTATION DEFENSE AND ORAL EXAMINATION” a minimum of 14 days before the defense date (see instructions for Part 4 below).

Part 1.

Before your thesis or dissertation is sent to your committee members and your presentation approved, you must have completed all research and produced a well-written and near-final draft. Your advisor will read your preliminary drafts and work with you to produce a near-final document. Your advisor must then approve distribution of the near-final draft to your committee members.

Part 2.

After your advisor approves distribution of your thesis/dissertation, deliver it to each committee member and have each sign AND CLEARLY DATE part 2 of this form. The earliest possible date for your defense is a minimum of 4 weeks following the last signature date. This waiting period is meant to provide enough lead time for the committee to read your thesis/dissertation and provide to you constructive input.

Part 3.

When your committee members have read your thesis/dissertation and are satisfied with its content, they approve scheduling of your presentation and final exam. Have each committee member sign AND CLEARLY DATE part 3 of this form. You may schedule your presentation and final exam no sooner than 14 days after the last signature date in Part 3. This waiting period is meant to provide enough time for the student to address any major corrections of the research and prepare for the defense.

Part 4.

Submit this completed form to the Biology office secretary who will schedule the dates for your presentation and final exam, and then send it to the GPC Committee for final approval. The doctoral dissertation defense must be scheduled either immediately following or within 2 working days of the dissertation seminar. The Master's thesis defense must be scheduled within one week following the thesis seminar.

The University 'yellow' form entitled “NOTICE OF THESIS OR DISSERTATION DEFENSE AND ORAL EXAM” will be prepared by the Biology office staff for submission to the Graduate Programs office. The latter form must also be **RECEIVED** by the Graduate Programs office a minimum of 14 days prior to the examination date. **IT IS THE RESPONSIBILITY OF THE STUDENT TO ALLOW SUFFICIENT TIME FOR PROCESSING BY THE BIOLOGY OFFICE. IT IS STRONGLY RECOMMENDED THAT THE STUDENT SUBMIT FORM V AT LEAST 3-4 WEEKS BEFORE THE SCHEDULED DEFENSE DATE!**