

### Thesis/Dissertation Timeline Checklist

- Obtain an approved Advisory Committee Form from the Graduate College.
- Submit a candidacy for degree completion application before the deadline.
- Meet with your faculty advisor to ensure that all transfer courses and course substitutions documents have been submitted to the Graduate College, approved, and are posted on one's HUNet transcript.
- Review the online Thesis/Dissertation Calendar to check availability of requested oral defense date.
- Submit a complete Request to Conduct the Oral defense form before the deadline and submit it at least two weeks before the requested oral defense date. Submit an electronic draft manuscript to the Graduate College via email with the Request to Conduct form.
- Defend before the deadline. Your committee will process the transmittal form.
- Submit manuscript with transmittal form to the Graduate College within 7 days if passed with a regular pass. Submit manuscript with transmittal form to the Graduate College within 30 days if passed with a conditional pass.
- Check email for compliance review communications from the Graduate College and then make all required revisions.
- Once the Graduate College has approved the manuscript, then please read the approved email and follow those directions from the Graduate College. Those directions include uploading your manuscript to ProQuest, being automatically prompted to pay for two bound copies by ProQuest to be sent to the Graduate College for the William R. Harvey Library, ordering an additional copy for your department (if required), ordering additional personal copies (optional), and additional steps.

If one has any questions regarding the above, please contact the Graduate College at 757-727-5736.