

Integrative Biology PhD Thesis Defence Timeline

Date	Activity
at least 1 semester before Defence	A schedule for thesis preparation, review and submission is agreed upon by student and Advisory Committee. Student begins writing thesis.
	Student writes and Advisor reviews thesis draft(s). Advisor provides suggestions for revision. Student revises thesis draft(s).
11 weeks to Defence	Student and Advisor agree that the thesis is ready for examination. Advisory Committee members review the thesis as they would a manuscript submitted for publication.
10 weeks to Defence	Selection and invitation of an External Examiner will occur not less than 8 weeks in advance of the anticipated date of the defence. Advisor must therefore obtain a Nomination for External Examiner form from the Graduate Secretary at least 10 weeks before the anticipated date of defence in order to allow Advisor sufficient time to establish the availability and willingness of potential External Examiners to participate in the defence. The Nomination form is then submitted to the Graduate Secretary for approval by the Graduate Coordinator and Department Chair.
9 weeks to Defence	Advisory Committee members return the thesis to the student with their written comments, discussing the comments with the student as necessary. Student revises the thesis as he or she deems appropriate.
8 weeks to Defence	Student submits an electronic copy of the proposed final version of the thesis to each member of their Advisory Committee for final review before they can obtain their signatures on the Examination Request form.
6 weeks to Defence	Faculty will normally return the draft thesis, with written comments, to the student within 2 weeks of receipt. If a member of the Advisory Committee is unable to review the draft thesis because of absence from campus, or does not review the draft thesis within 3 weeks of submission, the student may inform the Graduate Secretary, and need not acquire the signature of <u>that</u> Advisory Committee member on the Examination form (provided there are still a minimum of 3 signatures in order to satisfy the Graduate Studies requirement). Students are encouraged to plan well in advance and to select a target date for the defence that leaves ample time afterward should the thesis be judged satisfactory but require revision. Committee Members must indicate on the Examination Request form whether they find the thesis to be ready for examination, and choose one of the options indicating in what state they deem the thesis to be. Student submits thesis in electronic format and Exam Request form to the Graduate Secretary.
5 to 6 weeks to Defence	Student will submit an electronic copy of the final version of the thesis to the Graduate Secretary at least 5 weeks in advance of the student's anticipated date of defence. Failure to meet this deadline will mean that the student cannot defend on the anticipated date. Depending on the schedule of the Exam Committee members, the defence will take place at the earliest possible date, but no sooner than 4 weeks after thesis submission. The Department Chair appoints the Examination Committee. Thesis is distributed to Examination Committee along with defence information once the Graduate Secretary identifies a day and time that is agreeable to all Committee members.
DEFENCE	Ph.D. Final Oral Examination takes place. Examiners judge thesis and defence to be satisfactory or unsatisfactory. The Chair of the defence may withhold final signature on defence forms until confirmation is received that the recommended changes required by the Examination Committee have been made to the thesis.
1 (or more) weeks after Defence	Student completes thesis revisions and submits approved thesis electronically to the Atrium. Student submits an application to graduate and all defence forms with signatures to the Office of Graduate Studies.
Deadline Date Specified in Calendar	Thesis is reviewed and accepted by the Atrium and the Office of Graduate Studies..
	Board of Graduate Studies presents lists of graduands to Senate for approval.
	Convocation!!!