



Thesis/Dissertation Defense Process

1. Thesis/dissertation advisor approves candidate for defense and schedules date, time, and location.
2. As soon as possible and at least two weeks in advance of defense, student submits Notification of Thesis/Dissertation Defense form.*
3. The Graduate School adds the defense time/date/location to the campus events calendar.
4. Following the defense and upon final approval of the thesis/dissertation, the advisor submits the thesis/dissertation grade to the registrar.
5. The student submits the final version of their thesis/dissertation using the Submitting Your Thesis/Dissertation to PQDT Open document.*
6. Once you have completed the PQDT submission, email the Electronic Thesis and Dissertation Rights and Permission form* notifying the registrar, the library, and The Graduate School of thesis/dissertation completion.

Note: Printed/bound copies can be ordered through Proquest or another vendor if desired. The university does not require the submission of any printed thesis/dissertation copies. Students should consult with their advisor to determine if their program requires the submission of a printed/bound copy for archival purposes.

* Available on The Graduate School website.