

Checklist for Finishing your Thesis / Non-Thesis

- _____ File for graduation with the Graduate School (this must be done early in the semester during which you wish to graduate – see the Grad School’s web page or the Department of Biological Sciences graduate web page for information and dates)
- _____ Work with your advisor to create an “almost final” version of your thesis or non-thesis project
- _____ Once your advisor is satisfied, give copies of the “almost final” version to the rest of your committee (make sure you give them plenty of time to read this version and make comments – also make sure you have plenty of time to incorporate their comments into the document before your defense / oral exams)
- _____ Once you have a “really almost final” version that EVERYONE on your committee has seen, give a copy to the graduate coordinator so that it can be checked for format; you must give this to the graduate coordinator at least 4 weeks before graduation (thesis students only – an electronic version is fine; non-thesis students do not need to submit their work to graduate coordinator until after the defense / oral exams)
- _____ Schedule a date for your defense / oral exams and give this date to the Department Secretary (for thesis students: you MUST pass your defense / oral exams AND submit your thesis electronically *by the last day of regular classes* of the semester during which you wish to graduate; for non-thesis students: you MUST pass your defense / oral exams *by the last day of finals week* of the semester during which you wish to graduate)
- _____ Send an electronic copy of your “really almost final” version to the Department Secretary at least 5 days before your scheduled defense / oral exams
- _____ On the day of your defense / oral exams, you must have: a copy of the thesis or non-thesis project for each member of your committee, a blank signature page for your thesis or non-thesis project, a copy of the oral exam reporting form, and copy of the Departmental clearance form
- _____ After you pass your defense/ oral exams, have your committee sign the signature page for your thesis or non-thesis project and the oral exam reporting form; also, fill out the Departmental clearance form; give the oral exam form and the Departmental clearance form to the graduate coordinator, but use the signature page in the next step
- _____ Scan in the signature page for your thesis or non-thesis project and add it as the first page of your “really almost final” copy; also, make any corrections suggested by the graduate coordinator and then create a single file in the *.pdf format. This is your “final version”! (Instructions for adding your signature page and creating your final *.pdf can be found in the Thesis Guide or by asking the graduate coordinator; once the signature page is scanned in, give the hard copy of the signature page to the graduate coordinator)
- _____ Show your “final version” to the graduate coordinator; for thesis students: once the graduate coordinator approves the final *.pdf, you can submit it electronically; for non-thesis students: at this point, you are finished
- _____ Submit your *.pdf to ProQuest; this site provides the Library’s bound copy and also places your thesis in an online database; **do NOT order any extra bound copies from ProQuest** (the graduate coordinator will provide instructions for submitting to ProQuest)
- _____ Submit your *.pdf to thesisondemand.com; this site provides the bound copy for your advisor, plus any extra bound copies you desire (the graduate coordinator will provide instructions for submitting to thesisondemand.com)