

M.A. Thesis Defense

CHECKLIST

Graduate Committee, August 2015

BEFORE: Student has successfully defended M.A. Thesis Proposal and the current Thesis Committee must be officially appointed. Student has completed **required** ETD workshop (on thesis formatting) and applied for graduation.

Note: Any changes to the committee after the proposal defense must be made via the form Changes to the Graduate Student Supervisory Committee. A valid committee must be on file at least two (2) weeks before the thesis defense is scheduled.

DEADLINES: **Students are responsible** for meeting all graduation deadlines (application for graduation, final submission), sent out by Graduate Director at beginning of semester.

Note: Spring semester deadlines are usually Feb. 1 to apply for graduation and ETD submission, and late March for submission of final theses.

PROCESS

- Committee chair and members informally agree that the student's thesis is ready to be defended.
- Committee chair, members and student agree on a day, time (at least 1 hour) and location for the defense. A room must be reserved.
- Committee chair (not student or department staff) creates a flyer announcing the defense using the official announcement template (located on 'O' drive) and sends it to everyone by email at least one full week (5 business days) in advance of the defense. Copies are also to be distributed widely in and around the Department so all are notified and invited.
- All committee members must attend the defense.
- Exact procedures at the defense are determined by the committee chair.
- At the end of the meeting, student must be told if thesis defense was successful or not.
- After a successful defense, all committee members will be given a copy of the anonymous M.A. Thesis Assessment Form by the committee chair. Chair and members must fill out this form and deliver it to the Program Development Coordinator (PDC) no later than two business days after the final submission of the thesis.
- If defense was successful, and once thesis is completed, all committee members sign the Thesis and Dissertation Certificate of Approval Form AND the Successful Defense of the Master's Thesis Form.

- Committee Chair is responsible for delivering these forms (Certificate of Approval Form and Successful Defense Form) to the PDC. The Certificate of Approval Form ONLY will be returned to the student after signature and making a copy.
- Student must file the final draft of thesis and Certificate of Approval Form, including proof of a plagiarism check, with the USF Office of Graduate Studies. An electronic copy of the thesis **must** also be sent to the PDC.
- After the Certificate of Approval has been received, the PDC will complete and file the Program Certification Form and Successful Defense Form on behalf of the graduating student.

AND IN CASE:

- If the thesis defense is not successful, the committee chair communicates this outcome to the PDC and the committee does not fill out the Certificate of Approval form. The thesis defense must be rescheduled according to the above procedures. M.A. thesis defenses can only be rescheduled once. If the student's thesis defense is still not considered acceptable at the second meeting, the student will be dismissed from the program.

WHAT ELSE?

- Student **must** be enrolled in at least two (2) credit hours for the semester during which the M.A. thesis is being filed.
- Students **must** close out IRB approval for their M.A. research project by filing a final report with the USF Office of Research Integrity & Compliance.