

MASTER'S THESIS OR DOCTORAL DISSERTATION

TIMETABLE FOR OCTOBER 2009 – JANUARY 2010 AND MAY 2010 GRADUATION

PLAN AHEAD

- Read and follow the "Guidelines for Writing a Master's Thesis or Doctoral Dissertation"*. Review the "Graduate Student Format Checklist"* with your advisor.
- Format Requirements: Use a software program to select/code text titles, headings & captions. The program will generate a Table of Contents, List of Tables/Figures from the codes. See Styles feature on WordPerfect or Word; LaTeX.
- Enroll for the required "GRAD 397/497 - Comprehensive Exam" for the semester in which you actually complete the exam(s). Your advisor must notify the Graduate College in writing of the exam date(s) before you schedule a Format Check.
- Enroll for the required "GRAD 399/499 - Thesis/Dissertation Defense" and submit the "Defense Committee Membership Form"* for Graduate College approval at the beginning of the semester of your expected defense. Schedule your defense date, time & room.

ONE (1) MONTH BEFORE DEFENSE

- Submit the "Graduate College Defense Notice Form"* and post a copy in your department. A public notice of your defense is required by the Graduate College.

AT LEAST THREE (3) WEEKS BEFORE DEFENSE

- Schedule a Format/Record Check. Call 656-3160. Submit a formatted Title Page, Acceptance Page, Abstract Page & Table of Contents. See the Graduate College "Guidelines for Writing a Master's Thesis or Doctoral Dissertation."*

TWO (2) WEEKS BEFORE DEFENSE

- Submit a defendable copy to your Defense Committee members for their review. Contact your department chairperson regarding the review period requirement.

FINAL PERMISSIBLE DATES TO BE AN OCTOBER, JANUARY, OR MAY GRADUATE:

If you miss a deadline, you will graduate in the next period. If you defend earlier, the Format Check is required 3 weeks prior to defense.

	OCTOBER 2009	JANUARY 2010	MAY 2010
Graduate College Format/Record Check	August 14	November 20	March 5
Oral Defense of Thesis	September 4	December 9	March 26
Final Theses to Graduate College	September 18	December 22	April 9

If you did not correct your format or follow the "Guidelines", your final copies will not be accepted by the Graduate College.

Final approved copies required by Graduate College along with Forms and the Advanced Degree Fee are as follows:

Master's Thesis - 1 original on Acid free**, 100% cotton paper & 2 copies

Doctoral Dissertation - 1 original on Acid free**, 100% cotton paper & 3 copies

**Cranes or Strathmore brand preferred - Acid free and 100% cotton paper mandatory.

*Available in the Graduate College or <http://www.uvm.edu/~gradcoll/forms/timetable2010.pdf>