

# Graduation Roadmap: Deadlines, Requirements and Thesis/Dissertation Formatting Essentials

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# Today's Plan:

- Preparing for graduation
- Thesis and Dissertation guidelines and process

# Graduation Cycles

- August (Intent to Graduate form due June 1)
- October (Intent to Graduate form due August 1)
- January (Intent to Graduate form due October 1)
- May (Intent to Graduate form due February 1)

# Intent to Graduate Form

- Must be submitted in order for you to graduate
- Provides important information for the Graduate College
- InfoReady: <https://submit.uvm.edu/#gradcollege>

# Degree Audit/Transcript Check

- Degree Audit
- Meet with advisor
- Comprehensive Exam
- Graduate College process
- Graduate Catalogue:  
<https://catalogue.uvm.edu/graduate/>

# Graduate Catalogue

## Explore

UNDERGRADUATE CATALOGUE

GRADUATE CATALOGUE

### Academic Offerings

Courses

Accountancy

Agroecology

Animal Biosciences

Biochemistry

Biomedical Engineering



CATALOGUE HOME > GRADUATE CATALOGUE

Students at the University of Vermont are responsible for knowing and complying with all requirements for their respective degrees as stated in the catalogue.

The University of Vermont reserves the right to make changes in the course offerings, mode of delivery, degree requirements, charges, regulations, and procedures contained herein as educational, financial, and health, safety, and welfare considerations require, or as necessary to be compliant with governmental, accreditation, or public health directives.

Mode and method of instruction for any given course, including, but not limited to, in-person vs. remote instruction (synchronous or asynchronous), use of mixed formats, and alternative scheduling, is at the discretion of the University.



## Archived Catalogues

| Catalogue Year | Web Version          | Print Version  |
|----------------|----------------------|--|
| 2024-25        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2023-24        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2022-23        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2021-22        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2020-21        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2019-20        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2018-19        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2017-18        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2016-17        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2015-16        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |
| 2014-15        | <a href="#">HTML</a> | <a href="#">PDF UGRAD</a> ; <a href="#">PDF GRAD</a> |

[PRIOR YEARS](#)

<https://catalogue.uvm.edu/graduate/>

OVERVIEW

FACULTY

COURSES

[http://www.uvm.edu/business/ macc\\_master\\_accountancy](http://www.uvm.edu/business/ macc_master_accountancy)

## Overview

The Master of Accountancy (M.Acc.) degree is a STEM-designated program designed to equip students with 150 hours of university-level education required to sit for the Certified Public Accountant (CPA) exam and become certified as a CPA. The curriculum prepares students to become successful professionals as auditors, tax preparers and advisors, as well as corporate, not-for-profit and governmental accountants. Graduates may also complete various other professional certifications including the Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Information Systems Auditors (CISA) or the Certified Fraud Examiner (CFE).

## Degrees

[Accountancy \(M.Acc.\) AMP](#)

[Accountancy M.Acc.](#)



## Minimum Degree Requirements

The program requires 30 graduate credit hours made up of:

| Requirement Description                                 | Credits |
|---|---------|
| 6 Required Courses (18 credits):                        |         |
| <u>BUS 5615</u> Advanced Accounting (See note 1 below)  | 3       |
| <u>BUS 5630</u> Auditing (See note 1 below)             | 3       |
| <u>BUS 5641</u> Corporation Taxation (See note 1 below) | 3       |
| or <u>BUS 6641</u> Tax & Entrepreneurial Ventures       |         |
| <u>BUS 6601</u> Professional Communications             | 3       |
| <u>BUS 6602</u> CPA Law (See note 1 below)              | 3       |
| <u>BUS 6690</u> Accounting Rsch, Reg & Ethics           | 3       |

# Ceremonies

- Hooding Ceremony in December
- Commencement in May



# Questions?

[Bethany.Duffy@uvm.edu](mailto:Bethany.Duffy@uvm.edu)

[gradcoll@uvm.edu](mailto:gradcoll@uvm.edu)

[www.uvm.edu/graduate](http://www.uvm.edu/graduate)



# Thesis and Dissertation Prep

<https://www.uvm.edu/graduate/academic-resources>



# Resources

## Policy

[Timetable for Thesis/Dissertation Students](#) (PDF)

[Electronic Thesis and Dissertation Policy](#) (PDF)

[Selecting a Defense Examination Committee](#)  
[\(PDF\)](#)

[Thesis/Dissertation Guidelines](#) (PDF)

## Forms and Templates

[Electronic Thesis and Dissertation Rights and Permissions Form](#) (PDF)

[Defense Committee Membership Form](#) (InfoReady)

[Defense Notice Template](#) (Word)

[Intent to Graduate / Commencement Information](#) (InfoReady)

LaTex Thesis & Dissertation Template and Style Files  
(contact [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu))

[Proof of Successful Completion of Comprehensive Exam Form](#) (InfoReady)

[Thesis/Dissertation Template](#) (Word)

[Thesis/Dissertation Upload](#) (ProQuest)

# Timetable to Defense

## PLAN AHEAD

- Read and follow the [Electronic Thesis and Dissertation Guidelines](#).
- Submit the [Defense Committee Membership Form](#) for approval as soon as your committee is formed OR by the Intent to Graduate deadline for your graduation cycle at the latest.
- Comprehensive Exam: You must complete departmental requirements for a comprehensive exam; your advisor must notify the Graduate College by submitting the [Successful Completion of Comprehensive Examination Form](#) before you complete a format check.
- Review degree requirements with your advisor and complete the [Intent to Graduate Form](#) by the published deadline listed below. An advanced degree fee will be charged to your account at the time of submission.

## AT LEAST THREE (3) WEEKS BEFORE DEFENSE

- Schedule your defense date, time, and room. Set up a virtual meeting if needed/desired.
- Submit an electronic copy of your [Defense Notice Form](#) to the Graduate College. Your department may require a copy as well.
- Complete a Format/Record Check by emailing a Word doc or PDF of your thesis/dissertation to [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu). Please put "Format Check" in the subject of your email.
- You may not defend without completing the format/record check or providing notice to the Graduate College.

# Timetable to Defense

## 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, as more time may be required.

## FINAL DEADLINES\* FOR EACH GRADUATION CYCLE

|  | OCTOBER 2025  | JANUARY 2026 | MAY 2026    | AUGUST 2026 | OCTOBER 2026 |
|--|---|--------------|-------------|-------------|--------------|
| Intent to Graduate Form                | August 1  | October 1    | February 1  | June 1      | August 1     |
| Graduate College Record/Format Check   | August 22   | October 24   | February 27 | June 26     | August 21    |
| Defense Notice                         | Due three weeks prior to defense date for all graduation cycles |              |             |             |              |
| Oral Defense                           | September 12  | November 14  | March 20    | July 17     | September 11 |
| Thesis/Dissertation Upload to ProQuest | October 3   | December 5   | April 10    | August 7    | October 2    |

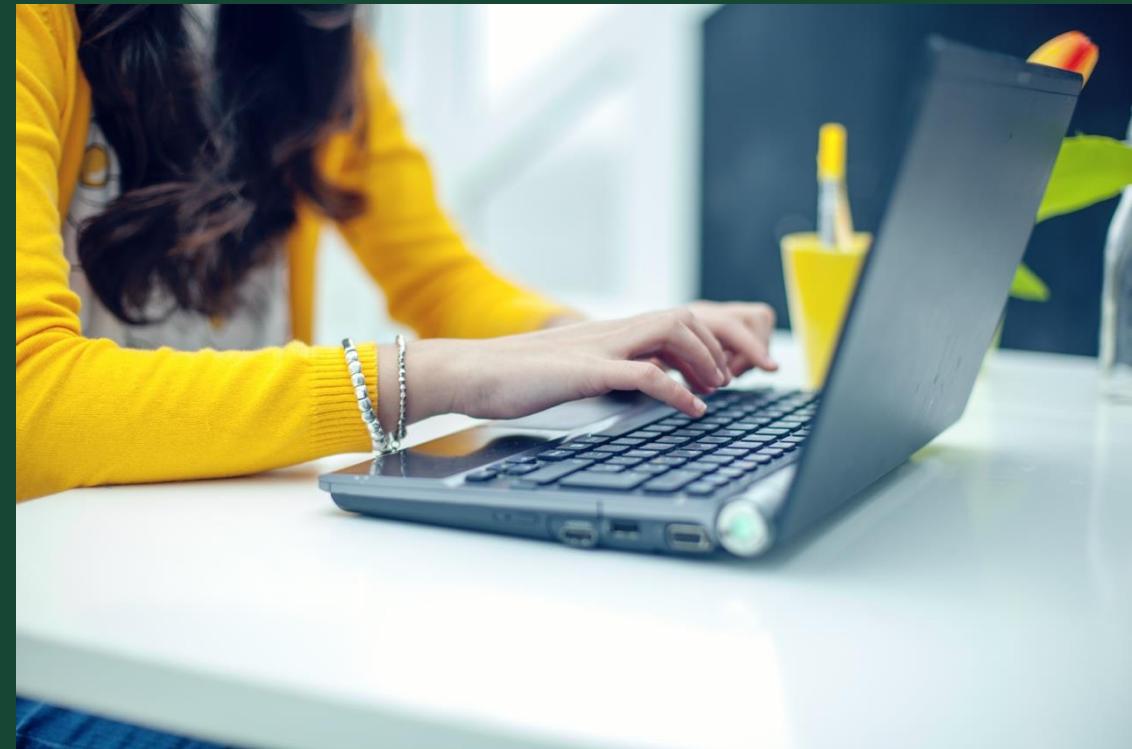
\*Please note: these are the final possible deadlines to complete each step for the graduation cycle listed. Individual dates for each student may be earlier depending on when the defense is scheduled.

# Defense Committee Membership

- Due as soon as you form your defense committee or by the time you submit your Intent to Graduate form at the latest
- Form can be found on InfoReady
- Defense committee policy is posted on the form
- External members
- Graduate Faculty list

# Format/Record check

- Required to submit materials at least 3 weeks ahead of your defense
- Submit via email to [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu)- either PDF or Word doc
- We review your document for formatting and let you know what updates should be made- these updates are due at the time of your final upload to ProQuest
- We are just reviewing formatting, not content
- We also complete a review of your transcript to ensure you are meeting degree/program requirements



# Defense Notice

- At least 2 weeks prior to your defense, submit a defendable copy of your thesis or dissertation to your committee members
- At least 3 weeks prior to your defense, submit your Defense Notice via email to the Graduate College
- We'll use the Defense Notice to put together paperwork for your defense and send that to your committee
- We'll post your defense information publicly on our website
- Your program may also require a copy of your defense notice to post or share

Please Post

The following [thesis or dissertation] presentation is open to those in the University community.

[Student Name]

Advisor: [\[ \]](#)

[Master or Doctor] of [insert degree]

[Insert complete name of your program]

[Defense date]

[time]

[location]

[Link to presentations for remote/hybrid defenses]

[Title of Thesis or Dissertation]

# Questions?

Questions about forms or process leading up to defense?



# Basic Formatting Requirements

## Guidelines

*Available on Graduate College Website*



University of Vermont  
The Graduate College

Electronic Thesis and Dissertation Guidelines

*Please review these requirements before beginning the writing process.  
This will help you plan ahead and avoid missing important deadlines.*

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## Templates

A Word document template is available on the Graduate College website

A Latex template can be emailed upon request to [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu)

# Basic Formatting Requirements

Same for all  
students across  
all disciplines.

Included in  
template and an  
example in  
guidelines

## Title Page

1.5" Left; 1" Top,  
Bottom, Right for  
entire document

## Page Margins

## Basic Layout

Minimum  
Required  
Elements: Title  
page, Abstract,  
Table of  
Contents,  
Chapters,  
Comprehensive  
Bibliography

## Page Numbering

Preface pages  
vs. Chapters

# Basic Formatting Requirements

Must be submitted and approved during your format check

**Citations page**

**No Running Header**

**List of Tables/Figures**

Include if you have tables or figures in your document

**Landscaped pages**

Page number should fall in portrait orientation

# After The Defense

## Defense Examination Record

The Defense Examination Record must be signed by you and your committee. This must be submitted to the Graduate College within 3 business days of your defense.

## Revisions

You will have 6 weeks OR until the upload deadline posted in the Timetable to Defense to make any revisions and update your formatting and then submit your final document to ProQuest.

## Rights and Permissions form

Once you complete revisions, your advisor and/or your committee will review your document. Once approved, your committee needs to sign the Electronic Thesis and Dissertation Rights and Permissions form.



## Showcase your research to the world

Submit your academic work to your school or directly to  
ProQuest.

# ProQuest



# After You Upload

- Graduate College will review your document for formatting
- If additional formatting revisions are needed, you will receive an email through ProQuest- please keep an eye on your email
- [etdadministrator@proquest.com](mailto:etdadministrator@proquest.com)
- Please submit revisions within 1 week
- You will get an email when your upload has been accepted and sent for publication

# Questions?



# Thank you!

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