



## Psychological Science MA Thesis, PhD Dissertation Timeline and Intent to Defend Form

### Graduate College Forms and Requirements

→ Note that some Graduate College deadlines begin early in the semester in which you plan to graduate, so plan ahead!

\_\_\_ Beginning of the semester of your expected defense

Submit Intent to Graduate Form to the Graduate College (also submit to Gwen Sorezza)

[https://www.uvm.edu/sites/default/files/IntenttoGraduateFillable\\_3.pdf](https://www.uvm.edu/sites/default/files/IntenttoGraduateFillable_3.pdf)

Submit Defense Committee Membership Approval Form to the Graduate College (also submit to your Program Director)

[https://www.uvm.edu/sites/default/files/defensemembershipform\\_0.pdf](https://www.uvm.edu/sites/default/files/defensemembershipform_0.pdf)

\_\_\_ 3 weeks before your defense

Schedule a format check with the Graduate College at least three weeks prior to your defense date

Submit a Defense Notice to the Graduate College at least three weeks prior to your defense date (also submit to Gwen Sorezza). Please go to <http://www.uvm.edu/graduate/resources> to get the Defense Notice Template (see section on "Thesis/Dissertation Forms").

Follow Guidelines, including the timeline, provided by the Graduate College at the Fall Information Session. For review, see p. 4 [https://www.uvm.edu/sites/default/files/Electronic\\_Thesis\\_and\\_Dissertation\\_Guidelines.pdf](https://www.uvm.edu/sites/default/files/Electronic_Thesis_and_Dissertation_Guidelines.pdf)

Your thesis/dissertation must meet the Graduate College formatting. This means that there will be two different formats for your thesis/dissertation. One format is the Psychological Science format (APA) and one is the Graduate College format. The thesis/dissertation template for the Graduate College format is available at <http://www.uvm.edu/graduate/resources> (see section on "Thesis/Dissertation Forms").

### Psychological Science Department Forms and Requirements

→ In addition to the Graduate College requirements, the Department of Psychological Science has the following requirements for Master's and Dissertation defenses.

- Defenses must take place during the academic year, which spans the week before classes start in fall semester through the week after spring commencement. A request must be made to the Department Chair for a defense outside of these dates and will only be approved in exceptional circumstances and with the unanimous support of the defense committee.
- Form your master's and dissertation committees well in advance of the defense. Your committee is meant to serve as an important resource for you as you develop your research ideas. At least 1 committee member must have a primary appointment in Psychological Science and be a member of the cluster in which you are specializing (i.e., biobehavioral, clinical, developmental, or social cluster).
- Note that the initiation of departmental processes cannot begin until your advisor has seen a **complete** draft of your thesis and anticipates that the thesis will be ready to submit to the committee for review at least 2 weeks before the defense date. **This means that, at a minimum, a high quality and complete draft should have been reviewed and approved by your advisor at least 6 weeks before the earliest possible defense date.**

- Graduate students should not attempt to rush the departmental timeline for any reason (e.g., postdoctoral fellowship start date, the desire to accrue postdoctoral clinical hours toward licensure, facilitation of travel plans back to Burlington).

\_\_\_6 weeks before your Defense

Schedule your date and time

Submit **Psychological Science Intent to Defend Form (see p. 3) to the Psych department**

**(Gwen Sorezza; [gwen.sorezza@uvm.edu](mailto:gwen.sorezza@uvm.edu))**

\_\_\_2 weeks before your Defense

Submit a defensible copy to your Defense Committee members

### **Before You Leave**

- Provide an Electronic/Hard copy of your dissertation to the Department.
- Return Departmental Keys to Gwen Sorezza
- Send updates about your work positions and contact info to Gwen Sorezza
  - NOTE: This is important for our APA accreditation and for documenting our success in training graduate students!



**DEPARTMENT OF PSYCHOLOGICAL SCIENCE INTENT TO DEFEND FORM**

**MA THESIS or Ph.D. DISSERTATION**

This form MUST be submitted to the Program Director no later than 6 weeks prior to the defense date.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Program:**  Clinical  Experimental **Degree:**  M.A.(moving on to Ph.D.)  M.A.(terminal)  Ph.D.

**Defense Date & Time:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

	Names of Committee Members	Department Affiliation
Advisor		
Chair		
Member		
Member		
Member		
Member		

Master's Thesis/ PhD Dissertation Title: (please print clearly)

Advisor Approval: I verify that I have seen a complete version of the thesis and I anticipate that the thesis will be ready to submit to the committee for review at least two weeks before the listed defense date.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Program Direction should forward a copy of the form to Cyn Sullivan (Graduate Director Administrative Assistant).

<b>Ph.D. and terminal Master's Degree ONLY</b> – Your preference for commemorative gift (check one): <input type="checkbox"/> UVM degree frame <input type="checkbox"/> engraved pen If you chose the pen, please type your name as you wish it to appear on your commemorative pen:
Email contact after graduation (non-UVM email):
Plans for next year:

Administrative Use Only	
Staff Task	Date Completed
Room Scheduled -- Room ( )	
Paper Defense Posted	
Defense Notice emailed to the Department	
Defense Notice posted to the web	
Frame or Pen Ordered/Received	/