



THE UNIVERSITY OF VERMONT
GRADUATE COLLEGE

DEFENSE TIMETABLE FOR THESIS/DISSERTATION STUDENTS

PLAN AHEAD

- Read and follow the [Electronic Thesis and Dissertation Guidelines](#)
- Submit the [Defense Committee Membership Form](#) to the Graduate College for approval at the beginning of the semester of your expected defense.
- Comprehensive Exam: You must complete departmental requirements for a comprehensive exam; your advisor must notify the Graduate College by submitting the [Comprehensive Exam Completion Form](#) before you complete a format check.
- Review degree requirements with your Advisor and complete the [Intent to Graduate Form](#). Submit completed form to the Graduate College. An advanced degree fee will be charged to your account at the time of submission. If you are unable to access a fillable version of the Intent to Graduate PDF via the link above, please visit <https://www.uvm.edu/graduate/resources>. The form is located under For Students → General Forms → Intent to Graduate/Commencement Information. You need to download and save the form before filling it out.

AT LEAST THREE 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. 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.**

TWO (2) WEEKS BEFORE DEFENSE

- Submit a defensible 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

	MAY 2023	AUGUST 2023	OCTOBER 2023	JANUARY 2024	MAY 2024
Intent to Graduate Form	February 1	June 1	August 1	October 1	February 1
Graduate College Record/Format Check	March 3	June 30	August 25	October 27	March 1
Defense Notice	Due three weeks prior to defense date for all graduation cycles				
Oral Defense	March 24	July 21	September 15	November 17	March 22
Thesis/Dissertation Upload to ProQuest	April 14	August 11	October 6	December 8	April 12