Workflow for Thesis Defense

**Thesis Chair:**

Before the defense:

* Determine whether the thesis is ready for defense.
  + Upon approval of the thesis chair, the student will send defensible copies of the thesis to other committee members (this document will serve as the focus of the defense).
* Coordinate with the student and committee to schedule the date/time of defense
  + Ensure that thesis format is consistent with Graduate College guidelines formatting (guide for formatting at: <http://www.gradcollege.txstate.edu/Thes-Diss_Info.html>).
  + *Note: Graduate College will send notifications of formatting problems directly to the student and Thesis Chair. Improper formatting prior to submission to the Graduate College could result in graduation delays.*

The day of the defense:

* Bring a copy of comprehensive exam report to defense to be signed by all committee members after the defense: <http://www.gradcollege.txstate.edu/docs/Comp_Exam_Masters.pdf>
* Bring a copy of the Learning Outcomes Assessment of the oral presentation (to be completed by the committee after the defense):

<http://gato-docs.its.txstate.edu/psychology/graduate/LearningOutcomes2014_Thesis.doc>

* Bring a copy of the Committee Approval Form (subs as signature page for electronic submission):

<http://www.gradcollege.txstate.edu/docs/tdcommbraprv.pdf>

After the defense:

* Submit the signed comprehensive exam report to Program Specialist, who will forward to the graduate college.
* Return the completed and signed Learning Outcome Assessment to Program Specialist.
* Editing the thesis post-defense:
  + If no edits are necessary, return the completed Committee Approval form to the student to submit to the Graduate College so that they will begin reviewing the thesis once it is uploaded by the student into Vireo. <http://www.gradcollege.txstate.edu/docs/Guide_Vireo_Approval.pdf> (see Appendix B)
  + If minor edits are necessary, all committee members will sign the Committee Approval Form EXCEPT the thesis chair. The thesis chair will sign the documents when edits are done to his/her satisfaction.
  + If major revisions are necessary, committee members can choose to review edits prior to signing off on the final thesis (via the approval form).
* The Graduate College will notify the thesis chair, who can then double check to make sure that the edits have been made to his/her satisfaction (if applicable)
* The thesis chair approves the final copy on Vireo
* All paperwork (comprehensive exam report and committee approval form) and the completed, formatted thesis must be received by the Graduate College before the final deadline: <http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html>

**Committee members**

Before the defense

* Review thesis document; prepare questions for oral presentation/defense

Day of the defense

* Prepare questions to clarify thesis content and/or student expertise
* Complete/sign the comprehensive exam report and learning outcomes assessment (and sign the Committee Approval Form).
  + If the thesis is acceptable as written, the committee may also sign the Committee Approval Form
  + If the thesis requires minor edits (whose completion is left to the discretion of the supervisor/Thesis Chair), committee members may also opt to sign the Committee Approval Form
  + If any committee member wishes to see edits before signing, it is his/her option to request this condition before signing off on the document.

**Student**

Before the defense:

* Apply for graduation at: <http://www.gradcollege.txstate.edu/Current_Students/Graduation.html#Applying_for_Graduation>. Graduation Application Deadline: <http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html> Aug. 29, 2016 – Oct. 7, 2016
* Ensure that the format of the thesis conforms to Graduate College guidelines (see Graduate College thesis guide for formatting at: <http://www.gradcollege.txstate.edu/Thes-Diss_Info.html>.
  + *Improper formatting prior to submission to the Graduate College could result in graduation delays and unnecessary tuition fees.*
* Consult with the Thesis Chair and committee in September/October to schedule the date/time of defense. Deadlines can be found at: <http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html> You can defend up to November 7, 2016
* Complete a room reservation request at: <http://www.psych.txstate.edu/degrees-programs/graduate/mapr/gradformshandbook/formtheesisdefensereques.html> http://www.psych.txstate.edu/degrees-programs/graduate/mapr/gradformshandbook/formtheesisdefensereques.html
  + Special presentation needs beyond standard computer/projector needs (e.g., tele-/video-conferencing ability) should be specified in the request. Advance notice in such circumstances is recommended. October 2016
  + After your thesis is approved by your thesis chair, you need to distribute thesis to committee members for review **at least two weeks before defense** (any deviations from this timeline, especially late distribution, must be approved by all members for the committee, or there may be delays in defense/graduation). October 2016
* Prepare a 35-45 minute oral presentation of your research. Coordinate this with your thesis chair, as most (if not all) will expect a PowerPoint presentation. Your chair may also have other instructions or expectations; please ask about these in advance.

Day of the defense:

* Ensure that the Thesis Chair has copies of the Learning Outcomes and Comprehensive Exam forms.
* Provide Committee Approval Form <http://www.gradcollege.txstate.edu/docs/tdcommbraprv.pdf>

The defense consists of 2 phases: an open oral presentation (open to the public) and a closed question period/defense (candidate and committee members only)

After the defense:

* + Edit thesis to address committee concerns (if applicable).
  + Ensure that all committee members sign off on the thesis/sign the Committee .Approval Form before the Graduate College deadline.
  + Submit one copy of thesis via Vireo to the Graduate College for review.
  + Make required revisions as per Graduate College requests.
  + Resubmit thesis to Graduate College to verify formatting/edits.
  + The completed thesis and paperwork must be received by the Graduate College by the final deadline: <http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html>

After the Dean of the Graduate College approves the thesis, the process is as follows:

**For online submission (recommended):**

* Complete all required revisions (check deadline dates).
* Use this link to upload your thesis via Vireo: <http://www.gradcollege.txstate.edu/docs/Guide_Vireo_Approval.pdf> (see Appendix B)
* When you receive an email in Vireo that states “**your document has been approved**”, the student does not need to take any further action.
* Optional: Take an additional printed copy plus any for personal use on thesis quality paper to the circulation desk in the Alkek Library.
* Pay the binding fee.

**For traditional hard-copy submission (not recommended)**:

* Pick up the thesis (Graduate College will electronically send the thesis card to the Alkek Library).
* Take two copies of the thesis and any additional for personal use on thesis quality paper, to the circulation desk in the Alkek Library.
* Pay the binding fees.

**Key Return:**

* Return Key to any cabinet(s) that you have used. Return to System Support Specialist in Psychology Dept.
* Return Keys to any door(s) that you have used. Return to Access Services

**The Program Specialist will:**

* Reserve Defense Room – Priorities (in descending order): UAC 275 (conference room), UAC 007 (basement, survey room), UAC 206.
  + If tele/videoconferencing is necessary, Teleconference Room in Derrick, Alkek, or other (will need some lead time to arrange).
* Send email with room reservation confirmation to students and committee members.
* Announce Thesis Defense on Electronic Board, posts on Departmental Calendar, and send notifications via psyfac and MAPR cohort lists.
* Collect Learning Outcomes Assessment for each students that has completed Thesis Defense.
* Collect comprehensive exam report for each student and submit to Graduate College.

Updated 9.27.16