University of Idaho

College of Graduate Studies

# Preparing, Defending and Submitting your Thesis or Dissertation

## Preparing your Thesis or Dissertation

The College of Graduate Studies has prepared a **Handbook for Writing a Thesis or Dissertation*** which provides information regarding the formatting requirements for your document. While the Graduate College does not require compliance with a specific writing style, you should check with your Major Professor for specific format guidelines.

**You are strongly urged not use previous theses or dissertations as a model for correct format.** Exceptions may have been made that are no longer applicable. We all share a common goal -- insuring that you have created a document that will reflect well on you, your committee, your academic unit, the College of Graduate Studies, and the University of Idaho.

Resources, such as the *Handbook for Theses and Dissertations*, are available at www.uidaho.edu/cogs/research to assist you in the development of your document.

The Staff in the Graduate College are pleased to review the format of your document prior to the final printing. You may either drop off or send in a paper copy for review. Comments will be indicated on the draft or by email. Please allow at least two days per review.

Since the completion of a thesis or dissertation is usually one of the last tasks required for the degree, please be sure that you have **submitted an Application for Degree to the College of Graduate Studies**. The form is an option on your student menu in VandalWeb. https://vandalweb.uidaho.edu

## Defending your Thesis or Dissertation

You are **required to be registered in 500 or 600 level credits**, whichever is appropriate, when you are defending and when you submit your thesis or dissertation. If you complete each step in different semesters, you are required to be registered each semester. The final signed document must be submitted within six months following the defense.

A defense is a public meeting scheduled to present the results of your research. It follows a series of document reviews and edits by your Major Professor and committee. The date and time of the defense is set according to the calendars of all involved.

A **Request to Proceed with Final Defense*** form must be completed and submitted to the College of Graduate Studies prior to your defense. If you are a doctoral student, this form must be submitted **at least 10 working days** prior to the defense to allow for proper advertising of the defense. There is no specific deadline for a master's student. In return, you will receive the **Final Defense Report** form that is used for grading at the defense.

Following the defense, the Major Professor will return the **Final Defense Report** form to the Graduate College. The form will indicate the letter grade that should replace the previous IPs grades, if they were previously issued. The grades will not actually be changed until the document receives final approval in the Graduate College and the Registrar's Office is notified.

## Submitting Your Thesis or Dissertation

The final copies are ready to submit when the signature page is complete, except for the signature of the Graduate Dean. The Graduate College **does not require original signatures** on the signature page of the document. This enables you to obtain the signatures on regular non-bond paper. Please be sure to allow enough time at each signing level for the signer to review the document prior to signature. If you would like to have a copy of the signature page returned to you once the Dean has signed, please include **one** extra signature page. The page will either be held for you or mailed, according to your instructions. Depending on the schedule of the Dean, it may not be possible to provide you with your copy of the signed page as quickly as you may wish. Please do not wait until the last minute to submit your document and request a signed copy.

**Two final UNBOUND copies on at least 25% bond paper** are required by the Graduate College. An **extra title page and abstract** should be included. Consult with your Major Professor and your academic unit regarding additional copies that may be needed. Both copies that are submitted to the College of Graduate Studies are forwarded to the University Library. One copy is placed on the shelves and one is place in the university archives.

**If you are a doctoral student, you are also required to submit the UMI publishing form and the Survey of Earned Doctorates (SED).** EdD and DAT students are not required to submit the SED, only the UMI form. The link to the forms is at www.uidaho.edu/forms. Please complete the forms, print them, and submit with the final copies of your document.

**Deadlines.** The last day of the semester or term is the deadline for the College of Graduate Studies to receive the final copies of your thesis or dissertation in order to graduate as of that semester or term.

If these items are not submitted by the deadline for a current semester but are submitted prior to the beginning of the next semester or term, you will be a graduate of the following semester or term but not be required to register for that semester. This would apply to the time in August between the end of summer school and the beginning of the Fall semester and also the time in December and January between the Fall semester and the beginning of the Spring semester. Please consult with the College of Graduate Studies for specific deadline dates.

## CHECKLIST FOR FINAL SUBMISSION OF DOCUMENT
### (or most common problems to avoid)

Please be sure that:

- the signature page has all the signatures that are needed, except for the Graduate Dean
- all major **headings** are in the same location on every page.
- all **margin** requirements are correct and consistent.
- there is continuous **pagination** with a number on every page, except for the title page. The title page counts as page i.
- the **title** is the same on both the title page and the authorization to submit page (double check).
- the preliminary pages are listed in the **Table of Contents** as well as all major chapter headings, bibliography, and appendices.
- the **page numbers are aligned** to the right in the Table of Contents, the List of Tables, and the List of Figures pages and that **no words are in the number column** on each page.
- the document is **duplicated on white paper of at least 25% fiber content** and that the same paper has been used for the entire document (including the "Authorization to Submit Thesis/Dissertation" form). Please remember photocopied signatures are acceptable.
- the document is **clean** and free of spots or marks
- the document includes a copy of the **protocol approval** for the research, if applicable
- two unbound final copies are submitted to the College of Graduate Studies. **MASTER'S CANDIDATES** include one extra title page. **DOCTORAL CANDIDATES** include two title pages, and one extra abstract.
- for a dissertation, the **UMI and Survey of Earned Doctorates forms** are included with the final copies.

***All items are available at**
www.uidaho.edu/cogs

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