

Thesis Defense Checklist

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- ☐ Meet with the Program Directors or Program Assistant for information on defending and graduating.
- ☐ Review the [Thesis Format Guidelines](#).
- ☐ Submit your **Application for Degree** online through [GSP](#) by the required deadline (found online on [The Graduate School \(TGS\) academic calendar](#)). WCAS uses this information to reserve your slot in convocation (which occurs in June).
- ☐ Schedule a date with your committee. Make sure you reserve a room, which can be done through the Program Assistant. If the room you are using does not have a built-in projector, be sure to reserve a projector, too.
- ☐ **PROVIDE A COPY OF YOUR THESIS TO YOUR COMMITTEE AT LEAST ONE WEEK BEFORE YOUR DEFENSE.**
- ☐ Before your thesis defense date, print a copy of the [MS Thesis Defense Approval Form](#). After your committee has approved your thesis and defense, have them sign the form. Fill out the rest of the information and return the form to the MS Program Assistant.
- ☐ Complete revisions/edits (if any) required by your committee and submit your **completed and a properly formatted thesis via PDF to the MS Program Assistant** (see [Thesis Format Guidelines](#)).
- ☐ Upload your final thesis PDF and [MS Thesis Defense Approval Form](#) online through [GSP](#). Once uploaded, submit your **Master's Degree Completion Form** through [GSP](#) by the required deadline (found online on [The Graduate School \(TGS\) academic calendar](#)). TGS uses this information to confer your degree.
- ☐ If you plan to attend convocation in June, reach out to the Program Assistant and WCAS for details on location, date, tickets, etc. This information generally becomes available in early April.