

## **Thesis Deadlines (Please see Official Thesis Guidelines for formatting purposes)**

- **Official Thesis Guidelines:**

<http://www.fau.edu/graduate/currentstudents/thesisanddissertation/index.php>

**I** - Students who expect to graduate must have their *Plan of Study* on file in the Graduate College **prior to the beginning of their final semester**. Please refer to the deadline on the academic calendar to verify these dates (<http://www.fau.edu/registrar/acadcal.php>). In the case of a fall graduation, the *Plan of Study* must be on file and approved at the end of the previous summer semester. However, don't wait until the last minute – it would be much more prudent to turn in the POS halfway through your coursework.

- When to Submit *Plan of Study* Form (Form 6):

Students must file an approved *Plan of Study* with the Graduate College **no later than halfway through** their required coursework and before enrolling in thesis credits. This means after 15 credit hours for MA/MAT students, and after 18 credit hours for MFA students.

- Revisions to *Plan of Study* Form:

Changes to an approved *Plan of Study* require the submission and approval of the *Revision to Existing Plan of Study* form (Form 9). Revisions need only be filed once and may be submitted **during the final term** in which the student plans to graduate (This excludes when the form is required if your POS has a hold on it—you would receive an e-mail either approving the POS or notifying you of the hold). Any revisions to the *Plan of Study* form must be submitted **by the Application for Degree deadline** (which is toward the beginning of the semester in which you will graduate).

- Late Submissions:

Any *Plan of Study* form submitted during a student's graduation semester must be accompanied by a *Request to Waive a University Regulation* form, signed by the student's advisor, department chair, and college dean. A detailed letter explaining why the *Plan of Study* was submitted late also must be attached. This request may not be granted, so please be sure to have all forms in on time to avoid a delay in graduation.

- If you have already completed an *Application for Degree* but failed to turn in a *Plan of Study* form on time, you will also need to resubmit another *Application for Degree*, since your name will have been voided on the initial graduation list.
- The Graduate College will not review any electronic manuscripts (theses) if the *Plan of Study* is not on file.

\*\*\*

**II** – Enrolling for Thesis Hours (six [6] credits minimum). **Your chair must e-mail your advisor permission to enroll you for thesis hours. Enroll no sooner**

**than the semester prior to your last semester of coursework.** This does not necessitate that you must graduate the following semester, but you should have most of your thesis drafted by the time you enroll in thesis hours. You can take thesis hours before your coursework is finished, but **this depends solely on being able to have a proposal approved (FOR MAs ONLY) and your committee selected by the end of that semester (FOR MFAs, before the beginning of that semester).**

- You may take no more than six (6) thesis hours at a time, you must take a minimum of six (6) to fulfill your graduation requirements, and it is strongly advised you take only three (3) hours the first time you take them, unless all of your coursework is completed.
- FOR MA/MATs ONLY: Your thesis proposal must be approved by your committee (with signatures) **by the end** of that semester or a grade of unsatisfactory is given. If your committee is selected and your proposal is passed, then a grade of satisfactory is given. The *Thesis Topic Approval Form* must be completed, signed, and attached to your thesis proposal. These will be kept by the department as a record of your progress.
- FOR MFAs ONLY: You must have your *Thesis Topic Approval Form* signed and your committee selected **at the beginning of** your first semester of thesis hours. This will be kept by the department as a record of your progress. You do not need to write a thesis proposal (see thesis document later on).

\*\*\*

\*\*\*Students **must** register for **at least one** thesis credit during the final semester or they will not graduate.\*\*\*

\*\*\*

**III - Three (3) months prior** to graduation, students submit an *Application for Degree* to Graduate College. This is toward the beginning of your last semester.

- The Graduate College will, in turn, give the application to the Registrar for processing once they have checked it against your *Plan of Study* form.
- Please refer to the deadline on the academic calendar to verify this date (<http://www.fau.edu/registrar/acadcal.php>).

\*\*\*

**IV – For MFAs ONLY: At least four (4) weeks prior** to the Graduate College thesis submission deadline, defenses should be scheduled.

- There should be about a two week period between when your defense is scheduled and when it takes place.

\*\*\*

**V - At least four weeks prior** to the Thesis Submission deadline, students submit an **electronic draft** of the manuscript to the Graduate College for *formatting review only* ([graduatesupport@fau.edu](mailto:graduatesupport@fau.edu)). **This is mostly for the signature page accuracy.**

- For instructions on how to convert a document to PDF format, see the Official Thesis Guidelines.
- This preliminary review is completed in a timely fashion by the Graduate College and any feedback is given to the student prior to their defense (if applicable).
- While this formatting review is underway, it in no way interferes with the student's ability to continue working on the content, or the faculty member's ability to review the document prior to the defense.
- The review is limited to checking margins, font type and size, and overall formatting for legibility. The electronic formatting review is done before the signature page is signed by the committee to ensure that the page is formatted correctly and that the names and titles are accurate; otherwise if there is a problem, a student would have to redo this page and obtain committee signatures a second time. This preliminary review is required by the Dean of the Graduate College as a way to avoid unnecessary inconvenience to students, faculty, and staff, especially in the case of re-obtaining signatures on the signature page.
- Since it is a university policy for students to submit their *Plan of Study* prior to their graduation semester, the Graduate College will not review the electronic manuscript if an approved *Plan of Study* is not on file. This will delay the student's graduation.

\*\*\*

**VI – By (*but aim for before*) the thesis submission deadline**, as indicated in the FAU academic calendar (<http://www.fau.edu/registrar/acadcal.php>), students should submit the following to the Graduate College:

1. One (1) copy of the thesis on draft paper (regular paper) for final format review.
2. One (1) original, signed signature page on 20 lb. (minimum) white, 25 percent cotton content, watermarked bond paper (the full Thesis Guidelines explain **in great detail** the actual formatting).

- It is the student's responsibility to provide a medium or broad-tipped pen with dark opaque ink (i.e., **a black felt-tip pen**) to the signatories. **Blue ink is not acceptable.**
- **Note:** The Graduate College will obtain the signature of the Dean of the Graduate College (Here is a link to the staff directory: <http://fau.edu/graduate/staffdirectory/index.php>).
- After approval, the signature page will be scanned and e-mailed to the student for electronic submission.

\*\*\*

**VII – No later than about two (2) weeks prior** to graduation (this specific date can be obtained from the Graduate College at 561-297-3624), you should have submitted the following for your final thesis package:

- All paper copies should be submitted in a covered box (you can use the bond paper box), with all copies placed in one box, if possible, and labeled with the student's name. It should contain the following:
  1. *Thesis and Dissertation Submission Checklist:*  
<http://www.fau.edu/graduate/currentstudents/thesisanddissertation/pdf/ThesisAndDissertationSubmissionChecklist.pdf>
  2. One (1) final paper copy of the thesis on bond paper to the Graduate College, SU 80, Room 101. (For **MFAs**, this includes your thesis document.)
  3. The original signature page. (These should be in the possession of the Graduate College already and will be placed in the box by them.)
  4. One copy of the title page and abstract, on 20 lb. (minimum) white, 25 percent cotton content, watermarked bond paper and paper clipped to the publishing agreement form; one extra copy of the title page and abstract on draft (regular) paper.
  5. The completed and signed *Publishing Agreement* form from ProQuest Information and Learning (PQIL):

<http://www.il.proquest.com/dissertationagree/>

(Use the FTP/CD UMI Dissertation Publishing Submission Agreement)

Login: dissertations    Password: publish

**Note:** For students selecting open access publishing (optional), there is a \$160 fee for master's thesis. For students considering restricting access in any way, contact the Manager of Degree Completion Services (Telephone: 561-297-6065), prior to

delivery of the final manuscript to the Graduate College. (FOR MFAs ONLY: See your advisor if you are considering this.)

6. A \$25 cashier's check, money order, or personal check made out to **PQIL** for the publishing fee, and attached to the publishing agreement form.

**Note:** For students selecting open access publishing (optional), additional fees are payable to ProQuest.

**Note:** If choosing to register a copyright, a completed *Copyright* form from PQIL (see page 5) with attached money order or cashier's check in the amount of \$55, payable to PQIL must be submitted. (It may take an extended period of time until the copyright certification is mailed to the student.)

7. Binding fee receipt from the FAU cashier for \$11.70 per copy (up to 2" thick, per copy).
  - Check, cash, or credit cards are accepted by the cashier.

**Note:** For copies over 2" thick, add an additional \$1.25 per copy.

- If you require assistance with constructing your thesis package/box, you can e-mail Graduate Studies for help: [graduatesupport@fau.edu](mailto:graduatesupport@fau.edu).

\*\*\*If the student wishes to have personal copies of their manuscript, they can be ordered from a number of binderies found in each State.\*\*\*

\*\*\*

**XIII –The final electronic submission (ETD), once in pdf format, should be sent to <https://swise.fau.edu/etd/>. The PQIL agreement form refers to this submission.** If you require assistance with electronically submitting your thesis or converting it into PDF format, you can e-mail Joanne Parandjuk at [jparandj@fau.edu](mailto:jparandj@fau.edu).

- **FOR MFAs ONLY:** Again, if you are considering limiting access to your submission to only an abstract, please contact your advisor and/or the Manager of Degree Completion Services at the Graduate College.

\*\*\*

**IX – Before you graduate, please fill out a Departmental Graduation Exit Survey to fill out for the department's records and reference.** You should receive one electronically from your advisor.

- **Official Thesis Guidelines:**  
<http://fau.edu/graduate/currentstudents/thesisanddissertation/pdf/ManuscriptGuidelines.pdf>

This pdf contains everything you need to know about the thesis process, including formatting and deadlines. This document here is a collection of deadlines and the materials due only, while **the official guidelines must be read** for formatting purposes.