

## **THESIS and DISSERTATION Process**

- BEFORE beginning the process below, students must meet with an advisor or Graduate Program Director to review the department specific guidelines and proposal information.
- **Students are required to remain continuously enrolled** in either 695/696 or 795/796 once a thesis/dissertation is started and until the end of the semester of graduation.

## **GRADUATE STUDENT**

1) FORM a committee – identify Chairperson and members, and confirm their commitment. Utilize committee expertise for research and development.

2) SUBMIT the Committee Endorsement Form to Trista Bergerud in The Graduate School (TGS) at bergerut@gvsu.edu. Conduct research/scholarship.

> You will receive an approval letter from Trista Bergerud in The Graduate School after submission.

**3) SCHEDULE** Defense Presentation details (date, time, room) by working with your GPD/Committee Chair.

Committee Chair assists you with Defense scheduling and submitting the <u>Defense</u>

<u>Announcement Form</u> to TGS for public posting.

**4) COLLECT** committee signatures on your final <u>Approval</u> <u>Form</u> after all edits are completed.

**5) FOLLOW UP** with your Committee Chair for the Academic Dean signature on your final Approval Form.

**6) SEND** final .pdf of your thesis/dissertation to Trista Bergerud in The Graduate School at <a href="mailto:bergerut@gvsu.edu">bergerut@gvsu.edu</a> no later than the last day of the semester in which you plan to graduate.

7) RECEIVE final .pdf with approval from the Associate Vice-Provost for The Graduate School.

8) SUBMIT the required final .pdf to Scholar Works using online instructions.

## THESIS/DISSERTATION COMMITTEE CHAIR

1) **GUIDE** student with form submissions, course registration, scheduling, and resources.

2) VERIFY that committee members are approved for Graduate Faculty status; submit applications for those without Graduate Faculty status.

**3) ASSIST** student with Defense scheduling, such as date, time, and room reservation.

**4) SEND** student <u>Defense Announcement</u> details for public to bergerut@gvsu.edu

**5) CONDUCT** thesis/dissertation defense and confirm any necessary changes to a final grade.

6) ASSIST student in collecting the Academic Dean's signature on their final <u>Approval Form</u>. Final Approval Form must be submitted with the Academic Dean's signature to TGS.

**7) RECEIVE** copy of final .pdf with all appropriate signatures from TGS.

8) **RESOLVE** student grade in Banner for diploma release.

For resources, such as policies, guidelines, forms, and templates, visit:

gvsu.edu/gs/thesis or gvsu.edu/gs/dissertation

Email the GVSU Thesis and Dissertation Coordinator Trista Shumway with

questions: shumwayt@gvsu.edu