



DEFENSE METABLE OR THESIS/DISSERTATION STUDENTS

PLAN AHEAD

- x Read and follow the [Electronic Thesis and Dissertation Guidelines](#)
- x Submit the [Defense Committee Membership Form](#) for approval as soon as your committee is formed OR by the Intent to Graduate deadline for your graduation cycle at the latest.
- x Comprehensive Exam: You must complete departmental requirements for a comprehensive exam; your advisor must notify the Graduate College by submitting the [Successful Completion of Comprehensive Examination Form](#) before you complete a format check
- x Review degree requirements with your advisor and complete the [Intent to Graduate Form](#) by the published deadline listed below. An advanced degree fee will be charged to your account at the time of submission.

AT LEAST THREE (3) WEEKS BEFORE DEFENSE

- x Schedule your defense date, time, and room. Set up a virtual meeting if needed/desired.
- x Submit an electronic copy of your [Defense Notice Form](#) to the Graduate College. Your department may require a copy as well.
- x Complete a Format/Record Check by emailing a Word doc or PDF of your thesis/dissertation to [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu). Please put "Format Check" in the subject of your email.
- x You may not defend without completing the format/record check or providing notice to the Graduate College.

TWO (2) WEEKS BEFORE DEFENSE

- x Submit a defensible copy to your Defense Committee members for their review. Contact your department chairperson regarding the review period requirement, as more time may be required

FINAL DEADLINES FOR EACH GRADUATION CYCLE

	JANUARY 2025	MAY 2025	AUGUST 2025	OCTOBER 2025	JANUARY 2026
		February 28	June 27	August 22	October 24
Defense Notice	Due three weeks prior to defense date for all graduation cycles				
Oral Defense	November 15	March 21	July 18	September 12	November 14
Thesis/Dissertation Upload to ProQuest	December 6	April 11	August 8	October 3	December 5