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# Guidelines for Successfully Scheduling and Completing Your Thesis

Elizabeth Buckius  
Abigail Priebe



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# Thesis Process Overview





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# Preparations

- Templates
- Graduate Policy
- Thesis Director



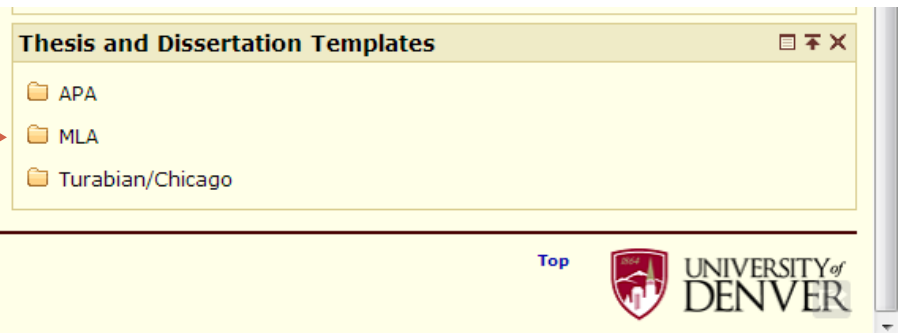
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# Templates

- ▶ Visit [PioneerWeb](#) to obtain the template for the dissertation/thesis located on the bottom right on the Student tab.
  - Login
  - Select the “Student” tab

Template for style guide





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# Graduate Policies and Procedures

- ▶ Read the appropriate section of [Graduate Policies and Procedures](#):
  - [Master's Degree Requirements](#)
- ▶ [Schedule of Deadlines](#)



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# Apply to Graduate

- ▶ Submit your graduation application via PioneerWeb two quarters in advance of the intended graduation date. Applications are accepted up to the seventh calendar day of that term.
- ▶ Example:
  - To graduate in the spring 2015 quarter, the graduation application is due by the seventh calendar day of winter quarter (January).



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# Thesis Director

- ▶ Select a primary thesis director.
  - The thesis director must be a tenured or tenure-track member of the candidate's graduate program. It is the thesis director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.



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# Proposal

- Department Guidelines
  - Committee



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# Departmental Guidelines

- ▶ Read the Student Handbook to understand the “Prospectus” guidelines. Please note the Prospectus is terminology used in JK SIS for the thesis proposal.
- ▶ Master’s Handbook:  
<https://portfolio.du.edu/downloadItem/289587>



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# Proposal Committee

## ▶ **University Policy:**

- Programs reserve the right to determine the composition of the thesis proposal committee. However, only those who meet the following University requirements may serve as voting members of the oral defense committee.



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# Continuous Enrollment



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# Student Status

## ▶ **Consecutive Term Enrollment**

- All graduate degree-seeking students must be in active status and enrolled for consecutive terms fall through spring.

## ▶ **Continuous Enrollment**

- Registration for Continuous Enrollment (CE) is limited to students who have completed all their coursework (with the exception of Independent Research hours 4995/5995) and are pursuing academic work/research necessary to complete a degree. Continuous Enrollment is designed primarily for students who are working on a thesis, dissertation or research paper/capstone.



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# Back-Continuous Enrollment Fees

- ▶ Students who have finished their coursework but who have become inactive because they were not registered for CE or on an approved leave of absence from the program must complete the *Continuous Enrollment Application for Re-Admission*. The student must submit transcripts from any institution(s) s/he may have attended during his/her absence from DU.
- ▶ The student will owe CE and technology fees for the quarters s/he was not enrolled from winter quarter 2005 forward. In addition, a late fee may be assessed at the time of readmission. Paying fees for previous quarters will not make the student eligible for retroactive enrollment, financial aid, or retroactive loan deferment.”



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# Oral Defense Committee

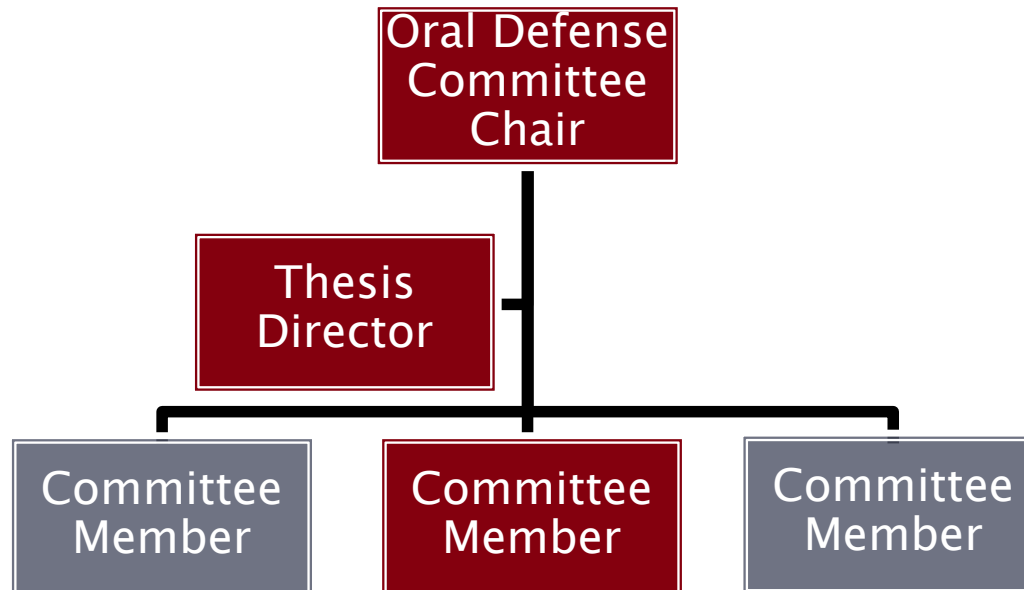
- Composition
  - Committee Chair
    - Director
- Special Members



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# Committee Composition



A minimum of 3 committee members and a maximum of 5 committee members are permitted by Graduate Policy.



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# Committee Composition

- ▶ The committee is composed of a minimum of **three** and a maximum of **five** members. Minimally two are voting members, including the thesis director.
- ▶ The chair of the committee is a non-voting member and must be from a department, school or college other than that of the candidate.
- ▶ All voting members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization.
- ▶ Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a majority of the members hold the earned doctorate.
- ▶ When a master's degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.



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# Oral Defense Committee Chair

- ▶ The committee member from outside of the student's department or discipline who represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured or tenure-track member of the DU faculty.
- ▶ It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements.
- ▶ The role of the chair is to provide a non-specialist's perspective on the quality of the thesis. The chair must be familiar with the standards for doctoral research and should have some general knowledge of the topic of the student's thesis.



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# Special Members

- ▶ In rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the university requirements; rather, the special member should be considered as an addition to the core committee.
- ▶ Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair.
- ▶ These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include: a statement of rationale, the proposed special member's CV and the Thesis/Dissertation Oral Defense Committee Recommendation form.



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# Committee Approval

- Deadlines
  - Forms
- Permission



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# Thesis/Dissertation Oral Defense Committee Recommendation Form

- ▶ The oral defense committee should be approved as soon as the thesis proposal has been approved or defended but no later than the first day of the term in which the student expects to complete his/her degree.
- ▶ [Form](#)
- ▶ Approval:
  - Thesis Director
  - Department Chair
  - Associate Provost



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# Scheduling Your Defense

- Deadlines
  - Forms
- Permission



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# Schedule of Oral Defense Form

- ▶ Formal notification of the oral defense should be filed in the Office of Graduate Studies no later than **four weeks** before the defense date and in accordance with the university schedule of deadlines when graduation candidacy is in the same quarter as the defense.
- ▶ After the form has been submitted, the Office of Graduate Studies will verify that all members meet the minimum university requirements.
- ▶ [Form](#)
- ▶ Approval:
  - No signatures are required.
  - Both the Office of Graduate Studies and the department need to receive the completed form by the deadline.



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# January 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
WEEK 1		First day of quarter Deadline to submit Oral Defense Committee Recommendation Form					
	11	12	13	14	15	16	17
WEEK 2	Deadline to apply for spring 2015 quarter graduation						
	18	19	20	21	22	23	24
WEEK 3							
	25	26	27	28	29	30	31
WEEK 4	Deadline to submit Schedule of Oral Defense form						



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# February 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6	7
WEEK 5							
	8	9	10	11	12	13	14
WEEK 6							
	15	16	17	18	19	20	21
WEEK 7							
	22	23	24	25	26	27	28
WEEK 8	Final date for oral defense						



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# Oral Defense



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# Submit Copy to Committee

- ▶ Submit the thesis to the oral defense committee at least two weeks before the date of the defense.
- ▶ The Oral Defense Committee Chair should receive a copy, as the chair is expected to have read the thesis prior to the defense and to participate in the defense as his/her academic expertise permits, but he/she does not vote on the committee.



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# Oral Defense

- ▶ Satisfactorily complete the oral defense at **least three weeks** before the end of the term in which the degree is to be awarded.
- ▶ The oral defense committee chair will preside over and manage the defense process. S/he is responsible for making certain that the defense is conducted in a professional manner and that the student has a fair opportunity to defend his/her thesis. The chair is expected to provide opportunities for each voting member of the oral defense committee to participate in the defense and to ensure that the examination is of high quality while remaining within proper limits of inquiry. Interested faculty members, and in accordance with departmental policy, currently enrolled graduate students also may attend the oral defense. After the oral defense committee has conducted the essential examination of the candidate, questions may be asked by others present if pertinent and appropriate as determined by the defense committee.



# Result of Oral Defense

- ▶ When the defense is completed, the chair will request that the candidate and all other persons not on the defense committee leave the room and will call for a motion to pass or fail the candidate.
- ▶ A recommendation to pass can have no more than one negative vote from members of the committee.
- ▶ If the motion is a recommendation to pass, the committee must then agree on the conditions of the recommendation.

## Recommendations

- Pass with no revisions
  - Pass with minor revisions
  - Pass with major revisions
  - Fail
- ▶ The *Result of Oral Defense Form* must be signed by all committee members.
  - ▶ The form needs to be returned immediately to the Office of Graduate Studies.



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# March 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	February 22	February 23	February 24	February 25	February 26	February 27	February 28
WEEK 8	Final date for oral defense						
	1	2	3	4	5	6	7
WEEK 9	Deadline to upload to ETD/ProQuest						
	8	9	10	11	12	13	14
WEEK 10							
	15	16	17	18	19	20	21
	Last day of winter 2015 quarter						



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# Thesis Completion

- Formatting
  - Deadlines
- Submission Instructions



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# Thesis Formatting

- ▶ [Formatting Guidelines](#)
- ▶ The University of Denver's Office of Graduate Studies is committed to the preservation and dissemination of the research contributions of its students; most of the formatting requirements were established with that commitment in mind. Additionally, format requirements meet the requirements of UMI Dissertation and Thesis Publishing (ProQuest Information and Learning).
- ▶ While the content of a thesis is the prerogative of the student and his/her thesis committee, and the style of the writing determined by the department, the format is established by Graduate Studies.
- ▶ If your thesis does not conform to the minimum standards, you will be required to redesign and resubmit it.



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# Submission

- ▶ [Electronic Submission Instructions](#)
- ▶ The primary avenue for submitting students' work is electronically through ProQuest/UMI because it is widely known and respected as the main searchable database for scholarly work.
- ▶ Students are encouraged to submit the thesis to ProQuest.
- ▶ This provides the University of Denver and the author an opportunity to showcase and promote scholarly work through Digital DU.



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# Submission and Formatting Deadline

- ▶ Submit electronic copy of thesis to ProQuest and have faculty approval page submitted to the Office of Graduate Studies **two weeks** prior to the end of the term.
- ▶ If revisions are such that the thesis in its final form cannot be filed at least **two weeks** before the end of the quarter, the awarding of degrees will be postponed.



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# Embargos and Restrictions



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# Embargo, Opt-Out, Suppression

- ▶ Embargo
  - Procedure
  - Reasons
  - Renewal
  - Library Access
- ▶ Opt-Out
  - Procedure
- ▶ Permanent Suppression
  - Procedure



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# Embargo Procedure

- ▶ Students should be advised that a thesis may be considered to be “previously published” by some publishers if it is put into a searchable digital/electronic repository (e.g. ProQuest). However, it should be noted that then student, not ProQuest (UMI) retains the copyright.
- ▶ Students should discuss their future thesis publication goals with their advisor. Students planning to publish from their thesis should consider requesting an embargo of their work.
- ▶ A student and his/her thesis director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to embargo the work.



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# Reasons for Embargo

- ▶ The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the thesis as a book.
- ▶ The student is interested in submitting work from the thesis to a peer-reviewed journal.
- ▶ There are patentable rights in the work in which disclosure may be detrimental to the rights or interests of the author.
- ▶ There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period.
- ▶ If a student believes that they will need to restrict access for a limited time period they can request a 6 month, 1 year, or 2 year embargo.
- ▶ When an embargo expires, the thesis will be automatically made available electronically by ProQuest.



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# Renewing an Embargo

- ▶ If a student wishes to continue to restrict access for a limited time period, the student can request a six month, one year, or two year renewal on the embargo. A student and his/her thesis director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work stills needs to be temporarily restricted. The Associate Provost must approve the final decision for permission to renewal embargo. A student may only request two embargo renewals for a maximum of six year embargo period. Students with extenuating circumstances should consult the Associate Provost for Graduate Studies.
- ▶ If the embargo extension is approved, the student should contact ProQuest directly at 1-800-521-0600 x7020 or via email at [disspub@proquest.com](mailto:disspub@proquest.com)



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# Library Access During Embargo

- ▶ When an embargo is in place because:
  - The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the thesis as a book.
  - The student is interested in submitting work from the thesis to a peer-reviewed journal.
- ▶ University Libraries will make the work available only to the DU Community and through Inter-Library Loan in a PDF format. The work will not be made available outside the DU Community over the internet.



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# Library Access During Embargo

- ▶ When an embargo is in place because:
  - There are patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
  - There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period.
- ▶ University Libraries will completely restrict access to the work until such time that they are notified by ProQuest that the embargo has been released. At that time, the work will be made available through the Library's online catalog, with links to ProQuest and the library's digital repository.



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# Opt-Out Procedure

- ▶ In some instances a student may wish to use only University Libraries as the repository of their work. In such cases the student will submit their work digitally to the library and it will be made available only to the DU Community and through Inter-Library Loan in a PDF format.
- ▶ A student and his/her thesis director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to restrict access to the work. In either of these cases a student and the thesis director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted.



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# Permanently Suppress

- ▶ In rare cases, where the work includes proprietary information such as company data and records or confidential information that should never be made public, such as client records/interviews or some other serious condition that justifies such an action it may be appropriate for a student to ***permanently suppress*** their work. In such cases the student will submit their work electronically to University Libraries. The work will be retained by the library and listed in catalog system, but will not be accessible without permission from the author.
- ▶ A student and his/her thesis director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to restrict access to the work.



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# Questions?

[gststu@du.edu](mailto:gststu@du.edu)

303-871-2706

Mary Reed Building, Room 5



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# Thank you!

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