**Schedule for Success -- Thesis**

**Middle of second semester** (fourth semester for dual program students)

**\_\_\_\_\_** Meet with advisor

**\_\_\_\_\_** Discuss thesis topics and possible chairs for advisory committee

**\_\_\_\_\_** Complete Proposed Degree Form Part I and II (degree worksheet)

**\_\_\_\_\_** Confirm Advisory Committee Chair and Committee Members

**\_\_\_\_\_** Complete [Appointment of Advisory Committee Form](http://graduatecollege.unlv.edu/PDF_Docs/AdvisoryCommittee-2013.pdf)

**\_\_\_\_\_** Deliver completed form to the Graduate Studies Office (see “Notes” below)

**\_\_\_\_\_** Work with chair to determine scope of research

**\_\_\_\_\_** Complete [Prospectus Approval Form](http://graduatecollege.unlv.edu/PDF_Docs/ProspectusApproval.pdf) (required prior to registration for HOA 789R)

**\_\_\_\_\_** Deliver completed form to the Graduate Studies Office

**Third Semester** (fifth semester for dual program students)

**\_\_\_\_\_** Register for thesis class—HOA 789R

**\_\_\_\_\_** Apply for graduation toward end of semester

**\_\_\_\_\_** Proposal Defense (Chapters 1-3) – Prior to start of Fourth Semester

**\_\_\_\_\_** Complete Proposal Defense Form

\_\_\_\_\_ Deliver completed form to the Graduate Studies Office for permission to

 register for second semester of thesis class

**Fourth Semester** (sixth semester for dual program students)

**\_\_\_\_\_** Register for thesis class

**\_\_\_\_\_** Apply for graduation (if not completed previously)

**\_\_\_\_\_** No less than five weeks prior to the last day of instruction

**\_\_\_\_\_** Provide a copy of thesis to advisory committee for review

**\_\_\_\_\_** No less than four weeks prior to the last day of instruction

**\_\_\_\_\_** Schedule room for public defense of thesis (defense must be completed no less

 than three weeks prior to graduation)

**\_\_\_\_\_** Alert Graduate Studies Office as to date and time of defense

**\_\_\_\_\_** Provide digital copy of thesis for distribution (hotelgrad@unlv.edu)

**\_\_\_\_\_** Obtain [Thesis Approval Form](http://graduatecollege.unlv.edu/current/thesis/approval.html) from Graduate Studies Office (printed in color on

watermark paper with thesis title and spaces for committee signatures)

**\_\_\_\_\_** No less than three weeks prior to the last day of instruction

**\_\_\_\_\_** Publicly defend thesis

**\_\_\_\_\_** Complete [Culminating Experience Results Form](http://graduatecollege.unlv.edu/PDF_Docs/CulminatingExperienceResults.pdf) and [Thesis Approval Form](http://graduatecollege.unlv.edu/current/thesis/approval.html)

**\_\_\_\_\_** Make corrections and additions required by advisory committee

**\_\_\_\_\_** No less than two weeks prior to the last day of instruction

**\_\_\_\_\_** Print corrected thesis on 20 lb. watermarked bond paper

**\_\_\_\_\_** Create thesis package at Graduate Studies Office: envelope with label

 (Name and NSHE#); [Thesis Submission Form](http://graduatecollege.unlv.edu/PDF_Docs/ThesisDissertationSubmissionForm.pdf); [Thesis Approval Form](http://graduatecollege.unlv.edu/current/thesis/approval.html)

 [Culminating Experience Results Form](http://graduatecollege.unlv.edu/PDF_Docs/CulminatingExperienceResults.pdf); Thesis. Package will be delivered to Graduate

 College.

**\_\_\_\_\_** Make final formatting changes required by the Graduate College

**\_\_\_\_\_** Upon receipt of email invitation from the Graduate College

**\_\_\_\_\_** Insert e-signature page (sent from Graduate College) into your document

**\_\_\_\_\_** Submit final approved E-version of thesis to [ProQuest](http://graduatecollege.unlv.edu/PDF_Docs/thesis%20and%20dissertation%20submission%20process.pdf)

**\_\_\_\_\_** Provide final electronic copy of thesis to the Graduate Studies Office

NOTES:

* See Graduate Study Timeline (<http://graduatecollege.unlv.edu/current/guidance/>).
* All forms listed above can be accessed at (<http://forms.unlv.edu>)
* The Graduate Studies office is in BEH 342 – please see Gael Hancock or Valerie Calbert