

## DEPARTMENT OF BIOLOGICAL SCIENCES

TO: Graduate Students and Faculty  
FR: Kay Belletti, [kbellett@csulb.edu](mailto:kbellett@csulb.edu)

8/24/2009

RE: **THESIS DATES and DEFENSE PROCEDURES for FALL 2009, WINTER 2010, SPRING 2010, and SUMMER 2010**

*Your Thesis Advisor should see a first draft approximately two months prior to the Public Defense to allow time for revisions.*

- 1) **Did you file a Request to Graduate** with Enrollment Services for the appropriate semester/year? Filing deadlines are listed in the *Schedule of Classes*.
- 2) **You must be registered** for a course, or GS700, during the term you graduate. Send me an email, or stop by my office (PH1-215), before registration ends during your last semester (or two) here. This is so we can review your Program of Study to be sure you have actually completed all of your required courses!
- 3) **Public/Private Thesis Defense:** You schedule a date/time for your Public Thesis Defense with your Thesis Committee early in the semester. Let me know (3-4 week notice) the date/time of your Public Defense so that I can request a room, post flyers (*please email me your current thesis title*), notify faculty/students, and prepare a sign-off form. The Thesis Committee and the Department Graduate Advisor (or Graduate Studies Committee representative) must be in attendance.
- 4) **The thesis must be given to your thesis committee three weeks prior to the defense. Committee Members should read thesis and provide feedback to student within one week of receipt of thesis so that student has time to respond to feedback prior to the defense.** The Public Thesis Defense will begin with a public presentation by the student followed by questions from the audience. The student and thesis committee will then hold a private in-depth discussion and defense of research findings, culminating with a decision by the thesis committee to approve or not approve the thesis. Students may not defend the thesis during the summer or winter terms.
- 5) Students failing to meet the criteria for thesis approval will need to meet with their committee to discuss the revisions and procedures necessary for the successful resubmission of their thesis.
- 6) After the approval of the Defense by the Thesis Committee, it is likely that corrections and final formatting for the library will need to be done. Your Thesis Advisor will need to approve changes, and in some cases changes will need to be approved by members of your thesis committee as well. When the thesis is ready for submission to the library, it must be reviewed by the Department Graduate Advisor. Please pick up a "Department Approval /Clearance Form" from me.

### **FALL 2009 THESIS DEADLINES:**

FRI, 9/18/09: Last possible day of submission to your Thesis Committee  
MON, 10/12/09: Last possible public defense date  
FRI, 10/16/09: To Dept. Graduate Advisor (Dr. Chris Lowe)  
9/11/09 - 10/23/09: To Thesis Office, CSULB Library

### **WINTER 2010 THESIS DEADLINES:**

FRI, 11/13/09: Last possible day to submission to your Thesis Committee  
FRI, 12/4/09: Last possible public defense date  
FRI, 12/11/09: To Dept. Graduate Advisor (Dr. Chris Lowe)  
11/30/09 – 1/15/10: To Thesis Office, CSULB Library

**SPRING 2010 THESIS DEADLINES:**

FRI, 2/19/10: Last possible day of submission to your Thesis Committee  
FRI, 3/12/10: Last possible public defense date  
FRI., 3/19/10: To Dept. Graduate Advisor (Dr. Chris Lowe)  
2/12/10 - 4/2/10: To Thesis Office, CSULB Library

**SUMMER 2010 THESIS DEADLINES:**

FRI, 4/23/10: Last possible day of submission to your Thesis Committee  
FRI, 5/14/10: Last possible public defense date  
FRI., 5/21/10: To Dept. Graduate Advisor (Dr. Chris Lowe)  
6/3/10 - 7/9/10: To Thesis Office, CSULB Library

For more information, the **Thesis Office website** is <http://www.csulb.edu/library/guide/serv/thesis.html>

*Revised: 8/24/09*