



Thesis Completion Process

Once progress on the thesis research has begun, a timeline should be developed to ensure suitable time for data collection, data analysis and writing of the document.

Students should expect 1 week period for the advisor to provide feedback on submitted writing progress, with some advisors requiring more or less time.

Once data analysis is complete or by Spring Break, whichever comes first, the student should work with the primary advisor, the committee member and the assigned Honors Committee Representative to identify a time to hold the thesis defense.

Scheduled defense dates should account for the time needed to finalize the document, including 1 week for Advisor's final review of the document and 1 week for student to incorporate the necessary changes prior to distribution to the committee.

The student must share the final thesis document with committee and Honors representative no later than 1 week prior to the scheduled defense. The format of the document delivered (paper or electronic) is based on the prerogative of each faculty member.

Thesis Defense

A 1.5 hour thesis defense will be scheduled where the student will provide a 15-20 minute presentation of the research, with the remaining time allocated to questions from the committee and Honors representative.

The student will work the faculty advisor to secure a room for the date that has been approved by the Committee and Honors Representative.

At the conclusion of the defense, the student will be excused from the room for the committee to determine if the student satisfactorily defended the thesis project.

The verdict of the defense will be indicated on the Thesis Defense Form, be signed by Advisor, Committee Member and Honors Representative. The Honors Representative will return the Honors Director.

Submission of the Final Thesis to the Knowledge Bank

The student must submit to final thesis document, including any changes requested by the committee, to the [Knowledge Bank](#) by the last day of classes in the semester of graduation.

Forward confirmation of submission of thesis to Knowledge Bank to Honors Director

An embargo may be requested to delay the release of the content on the Knowledge Bank so that the work may also be submitted for peer-reviewed publication.