

Steps Leading to Graduation for Students with Theses/Dissertations

The following are detailed steps leading to graduation for students with theses/dissertations in their final semester:

1. Assuming that the student has written a significant part of the thesis/dissertation, the student meets with his/her advisor and assesses progress and the status of completing all degree requirements, and decides to prepare for graduation. [In the first 4 weeks of the semester]
2. Student submits an application to graduate by applying for the degree via e-Services early in the semester.
3. Student submits a complete draft of the thesis/dissertation to the advisor for review by the Examination Committee. Thesis/Dissertation must meet all requirements in the “Thesis and Dissertation Preparation Guidelines” document.
4. If the student is ‘cleared’ for the defense by the Examination Committee then the student begins to prepare for the oral examination of the thesis/dissertation to be held on a date agreed upon previously with advisor. Otherwise, the advisor provides the student with the Committee’s feedback/comments on the thesis/dissertation and the student works with the advisor on addressing the review comments.
5. Student confirms defense date with the advisor and begins to prepare the defense presentation.
6. Student reviews draft of defense presentation with the advisor and rehearses it in preparation for the defense.
7. Student defends thesis/dissertation before the Committee in a public session followed by a closed session with the Committee.
8. If the Committee’s decision is that the dissertation is “Accepted” or “Accepted with minor revisions”, then the student obtains the original signature of the External Examiner on at least six (6) different copies of the Examining Committee Approval Page. See the applicable Appendix of the Thesis/Dissertation Guidelines.
9. If the Committee’s decision is “Accepted with minor revisions”, then the student obtains the modifications requested by the Committee from the advisor and makes the necessary revisions, and submits a revised copy of the thesis/dissertation to the advisor for review.
10. Upon the advisor’s approval of the thesis/dissertation, the student submits the complete final draft in hard copy, spiral-bound format to the College of Graduate Studies (CGS) for a final (format) review. [Within 7 working days of defense date]
11. Upon review by the CGS, the student makes requested changes and proceeds to print and bind at least six (6) original copies of the thesis/dissertation, all of the same quality, color and finish according to the requirements in the Thesis/Dissertation Guidelines using UAEU’s Publication Department. Note: Do not forget to include the original signature pages of the Examining Committee in all bound copies of the thesis/dissertation.
12. Student secures remaining signatures on all bound copies of the dissertation.