

Department of Atmospheric Sciences

Policies on thesis/dissertation defense examination scheduling

This policy applies to MS and PhD students unless explicitly stated otherwise.

1) Scheduling of defense examination and distribution of thesis/dissertation.

In a given semester, the defense date has to be determined in such a way that it meets the department chair's, Dean of the College's, and the Dean of the Graduate School's deadlines. It is the responsibility of the student to determine these deadlines. The student, in consultation with the advisor, should determine the defense date at least a month in advance of the examination. It is the student's responsibility to ensure all members of the graduate student advisory committee (GSAC) are available on this date. The student provides their advisor a complete copy of the final thesis for review a month prior to the intended defense date. The student then distributes the revised thesis to the GSAC and the department chair at least three weeks prior to the intended defense date. If any members of the GSAC, determine that the thesis/dissertation is non-defendable, they must notify the student, their advisor and the department chair at least a week after the student's submission of the thesis to GSAC. In this event the student should schedule a GSAC meeting or a meeting with the advisor and the GSAC member(s) in question, to discuss the issues and to obtain guidance on how to proceed. The committee member's concerns may be addressed at the meeting and the examination proceeds as planned, or the examination is rescheduled based on the need to revise the thesis/dissertation.

2) Requesting an External examiner

MS students do not need an external examiner.

PhD students have to request an external examiner in accordance with the Graduate School's deadline for this request. PhD students are also responsible for meeting the Graduate School's deadline for submission of the revised thesis to the external examiner prior to the defense. It is the student's responsibility to check with the Graduate School to ascertain the deadlines.

3) Review by Department Chair

The department chair needs the revised and signed (by all GSAC members) thesis for signature a week prior to the deadline for submission of the thesis/dissertation to the Dean of the College