

THESIS DEFENSE

Registration

- Must register for at least 2 hours of thesis (PSY 5973) every semester, if schedule allows, until graduating with Master's degree.
- Must accrue a minimum of 6 thesis credits.
- Must register for a minimum of 2 hours of thesis in the semester of graduation.
- Add the 0 credit Master's Thesis Defense course (PSY 8976) to schedule in the semester you defend.
- All **Incomplete grades** must be resolved by a grade change in order to graduate.
- **Students must provide the Graduate Program Associate their scheduled defense date by the end of the 7th week of classes to remain on the graduation list, and to avoid having the defense dropped from their schedule.** *The defense does not need to take place within the first 7 weeks; the date just needs to be scheduled by that time.*

Supervisory Committee

- The Master's Supervisory Committee form must be submitted to the Graduate Program Associate by the end of the Fall semester of a student's second year in the program. (See 'Department Forms & Resources' page on our website.)

If the committee composition changes, a new Supervisory Committee form must be submitted no later than the semester prior to an intended defense.

Applying for Graduation

- Apply for graduation during the application period. Dates can be found on the Registrar's website at <https://registrar.fsu.edu/calendar/>. This two-week period begins the week after drop/add ends.

Announcements

- Submit your defense announcement to the Graduate School at least 2 weeks prior to your scheduled defense through the Manuscript Clearance Portal (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal>). We will use this information to announce the defense to the department.

Manuscript

- Your manuscript must meet 2 clearance deadlines: **1)** the initial, pre-defense format review deadline, and **2)** the final, content-corrected manuscript clearance deadline.
- Visit the 'Thesis, Treatise, and Dissertation' page on the Graduate School's clearance website for current deadlines, manuscript clearance workshop dates, and other important information.

- More information regarding the Manuscript Clearance process can be found at <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal>
- If you have questions regarding your manuscript (deadlines, formatting, problems with submission, etc.), please contact the Manuscript Clearance Advisor in the Graduate School. Contact information can be found at the link above.

Departmental Forms

- Submit your signed departmental forms to the Graduate Program Associate after your defense. The required forms can be found on our website. (See 'Department Forms & Resources' page.)

Graduate School Forms

- All required Graduate School documents and forms should be submitted through the Manuscript Clearance Portal or ProQuest. (See Manuscript Clearance Overview tab for instructions.)