GUIDELINES:
Research course: Min. of 2 (not from same faculty)
3.0 min. GPA (no grade < B-)
Electives must be > 6000 (5000 if 6000 NA)
Thesis proposal approval & colloquium presentation
needed before enrolling in 6970
6981 does NOT count toward degree
Resident rate if enrollment is 6970 OR 6981 only
2 yrs min./4yrs max. to complete

**Preparing to Defend:**
1. Refer to departmental guidelines for format and approved styles.
2. Undefended draft may be submitted to Thesis Editor for a preliminary review
3. With permission from Committee Chair, present final draft to committee
4. After 14 days, Chair will poll Committee to see if defense is warranted and, if so, set the date
5. Defense is open to public
6. Candidate must be enrolled for at least 1hr (cannot be 6990) during semester of defense

**Proposal Process**
1. Refer to departmental guidelines for proposals
2. Submit written proposal to Supervisory Committee Chair
3. Submit written proposal to Supervisory Committee for approval
4. Committee Chair gives permission to schedule a colloquium
5. Student presents proposal in department colloquium
6. Director of Graduate Studies signs verifying colloquium presentation

**Draft Submission Process:**
1. Make any changes to manuscript that Committee may require
2. Have Committee and Chair review the changes and sign approval form
3. Have Committee Chair sign the Final Reading Approval form
4. Give Department Chair two weeks to review manuscript and sign Final Reading Approval form
5. Submit one copy of manuscript and the original (with one copy) of the signed approval forms to Thesis Editor for Format Approval (see calendar for deadlines)
6. Make required formatting changes to manuscript
7. Send Thesis Editor a pdf of edited manuscript for final review
8. Upload approved pdf to ProQuest.
A $55 charge is payable by credit card only
9. Open access publishing for U of U theses is provided at no charge thru USpace