

Thesis or Dissertation

(Numbered XXX-796/XXX-799/XXX-899)

The thesis and dissertation provides graduate students the opportunity to apply their course work and independent investigation skills to increase knowledge. Successful completion of a thesis or dissertation demonstrates a student's ability to manage a project, and to define, research, and solve problems. Graduate Special students are not eligible for thesis and dissertation credits.

Committee Selection:

Students complete a thesis or dissertation under the supervision of a major professor and committee. Students select their research committee, which includes a Major Advisor (UW-Green Bay faculty member from their degree program) and two additional faculty members with appropriate degrees or expertise who guide, advise, and approve the thesis or dissertation defense and manuscript. When anyone other than a UW-Green Bay graduate faculty member serves on the committee, please submit a resume or curriculum vitae to the Office of Graduate Studies.

After selecting their committee members, the student submits a proposal and GR-2: Approval for Candidacy for a Graduate Degree Program form. Guidelines for how to prepare a proposal can be found on the Graduate Studies website (<https://www.uwgb.edu/graduate/students/thesis-project/>).

Defending a Thesis or Dissertation:

When students are ready to defend their thesis or dissertation, they submit a GR-3: Request for Presentation form found on the Graduate Studies website (<https://www.uwgb.edu/graduate/students/thesis-project/>). The GR-3 form will provide the Office of Graduate Studies all of the information needed to create a poster and promote the defense to the campus community. Defenses must be open to the public, and hosted by the last day of the graduation term. Students may choose between in-person, virtual, or hybrid models for presentation. Members of the committee preside over the defense and notify the student in a private meeting following the presentation whether the defense was successful.

After the defense, students will initiate a GR-4: Approval of Presentation form, which is signed by all members of the committee.

Manuscript Preparation and Archiving:

Successful completion of a defense does not equate to degree completion. Students are also required to submit a copy of their final, approved manuscript to the Office of Graduate Studies for archiving in Cofrin Library and ProQuest. The evaluation process begins with substantive revisions requested by committee members, and ends with format and style revisions requested by the Office of Graduate Studies. A thesis or dissertation must follow the format and style standards established by the University of Wisconsin Green Bay, and are outlined in a format policy and style manual and checklist on the Graduate Studies website (<https://www.uwgb.edu/graduate/students/thesis-project/>). Both substantive and formatting revisions must be completed by the student before their degree will be conferred.

Deadlines:

For graduation in the fall and spring semesters, a student's defense must be **held** before the last day of final exams in a given semester (fall, January, or spring). For summer, a student's defense must be **held** before the last day of final exams of the final summer session. Students have 20 calendar days after the last day of final exams to submit their final manuscript to the Office of Graduate Studies and 42 calendar days after the last day of final exams for all other graduation requirements to be completed and verified.