

Department of Philosophy
MA in Practical Philosophy and Applied Ethics

Timetable for Thesis Preparation/Submission

Theses must be completed, defended, and submitted well in advance of the graduation day in any one semester. The timetable below, which follows Graduate School requirements, notes the important dates.

- This timetable is designed principally for students who plan to complete/defend the thesis *and* formally graduate during the same semester. Students who wish to use a full semester just to complete thesis work/defense (and this is often advisable) would normally graduate only in the following semester. Thus a student who defends his/her thesis at the end of a spring semester would typically be able to graduate, and participate in commencement ceremonies, only in the summer (August). The department would fully support students who select this option. So long as a student does not register for additional coursework, no fees are associated with an extended graduation date.
- Students who plan to defend their thesis in one semester for graduation in the following semester must (1) submit the completed thesis to readers no later than three weeks before the end of classes in a given semester and (2) arrange for a defense no later than the last week of the semester’s classes.
- Although students are free to apply for any of the university’s graduation ceremonies, theses can be defended, except in exceptional cases, only in the fall or spring semesters.
- Regardless of when s/he chooses to graduate, a student must observe the timeline noted below regarding the submission of thesis, following its successful defense, to the department, the college, the graduate school, and the library.
- Thesis formatting guidelines: <http://www.unf.edu/library/pol/THESIS.html>
- Contact the Graduate Coordinator for any questions.

When	To/With Whom	What
Beginning of semester prior to one in which thesis is to be completed. But: fall semester for students graduating in summer; spring for fall graduation.	Program Coordinator	Meet to discuss thesis topic and to select a thesis supervisor.
2 nd to last week of classes in semester noted above.	Thesis advisor	Prepare thesis proposal; identify thesis committee. Thesis proposal form is obtainable from coordinator, department office, and dept. website. No need to use the “Proposal Filing Form” found on Grad School website

End of semester noted above	Program Coordinator	Submit thesis proposal form for approval by coordinator and department chair.
Following department approval of the thesis proposal	To the Graduate Dean	Submission of a copy of approved thesis proposal form to the Graduate School.
Graduation Application Deadline (very early in the semester)	Registrar's Office	Apply for Graduation
Approximately two months before Graduation (the Day of Commencement Events)	To each member of the Thesis Committee	Copies of the Thesis
Approximately six weeks before Graduation		Thesis Defense
Approximately five weeks before Graduation	To the Program Coordinator & Department Chair	(1) A copy of the Thesis (2) Necessary Signature Pages
THREE weeks before Graduation	To the College Dean	(1) A copy of the Thesis (2) Necessary Signature Pages
ONE week after Graduation	(1) To the Program Coordinator and Department Chair AND (2) To the Graduate Dean, for final acceptance by the University, and for final degree certification	(1) A copy of the Thesis (2) Necessary Signature Pages (3) A PDF version of the Thesis (4) A copy of the completed Thesis Binding Invoice form (found on the Grad School web site) (5) A receipt for payment of binding fees (\$10 per copy; paid to the Cashier's Office)
THREE weeks after Graduation	To the Library -- <i>The student AND the department are jointly responsible</i>	(1) Copies of the Thesis -- on bond paper -- for binding (the Library requires two, and the Department requires one -- the Grad School is happy to receive a copy, but this is not required) (2) A copy of the completed Thesis Binding Invoice form (3) A receipt for payment of binding fees