

## **FALL 2023 SEMESTER DEADLINES TO SUBMIT YOUR MANUSCRIPT**

The deadline dates for the steps below depend on the “Thesis and Dissertation Submission Deadline” date, which is different every semester. That date is found on the Registrar’s [“Graduation Timelines”](#) website. The library’s thesis & dissertation website is <http://library.gmu.edu/udts>.

**Deadlines for the steps involved in the submission process are listed in red type below.**

The absolute deadline for Fall 2023 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s [Thesis and Dissertation Coordinator](#) is **Friday December 1 for fall 2023 graduation**. If you are planning to submit your manuscript to the Library on that date, the latest possible deadlines are in red below. **You are allowed to defend and submit your manuscript earlier than December 1.**

**8 Weeks before Submitting Your Manuscript to the Library** **BEFORE Oct 6**

Contact the Thesis and Dissertation Coordinator at Fenwick Library and **arrange a Format Review**. <http://library.gmu.edu/udts/process> **“The Process”**.

**At Least 6 Weeks before Submitting Your Manuscript to the Library** **BEFORE Oct 20**

Submit a draft manuscript to your committee members for review.

**At Least 5 Weeks before Submitting Your Manuscript** **BEFORE Oct 27**

Email the Thesis and Dissertation Coordinator at Fenwick Library to request a Submission Consultation. Hold a pre-defense meeting with your committee—Mandatory for PhD students; recommended for MS thesis students. PhD students get Pre-Defense Approval Form signed at this time.

**Approx. 3 to 4 Weeks before Submitting Your Manuscript** **Nov 3 – Nov 10**

Submit date and desired time of public defense to the SSB Administrative Assistant for room scheduling if the defense is being held in person. Email Chris Ryan ([cryan1@gmu.edu](mailto:cryan1@gmu.edu)) to set up a Zoom meeting if the defense is to be held virtually. [PhD students, submit **Pre-Defense Approval Form** to Diane St. Germain.] [Hold a submission consultation with the Library](#).

**At Least 2 Weeks before Submitting Your Manuscript** **BEFORE Nov 17**

Submit the final manuscript to your committee. In consideration of Thanksgiving break and/or midterms, please provide your committee members extra time to review your manuscript before your public defense.

**At Least 1 Week before Submitting Your Manuscript to the Library** **BY November 27**

**Hold your Public Defense.**

A minimum of one week is needed to allow time for you to make revisions or corrections to your manuscript as noted by your committee after the public defense, and to obtain all signatures. **Download the SSB signature sheet template** from the UDS website, under Step 4 “At the Defense”. Enter in names and titles. Have your committee members sign it after the defense.

Allow adequate time to obtain the required signatures on the signature sheet before submitting it to Fenwick Library’s Thesis and Dissertation Coordinator. **Note: the university will be closed for Thanksgiving holiday break November 22-26.**

**Many people are involved in producing your thesis -- please be considerate and plan ahead! You are strongly urged to begin this process early in the semester, and not wait until the absolute deadlines. The library’s thesis & dissertation website is <http://library.gmu.edu/udts>**