

Spring 2025 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 and is found on <https://library.gmu.edu/udts>.

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

The absolute deadline for MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is **Friday May 2 for Spring 2025 graduation**. The latest possible deadlines are in red below. **You are allowed to defend and submit your manuscript earlier than May 2.**

8 Weeks before Submitting Your Manuscript to the Library **BEFORE March 7**

Contact the Thesis and Dissertation Coordinator at Fenwick Library and **arrange a Format Review (Step 2)** <https://library.gmu.edu/udts/process> **“The Process”**.

At Least 7 Weeks before Submitting Your Manuscript to the Library **BEFORE March 14**

Submit a draft manuscript to your committee members for review.

Note: the university will be closed for Spring Break March 10-16.

At Least 5 Weeks before Submitting Your Manuscript **BEFORE March 28**

- Email the Thesis and Dissertation Coordinator for UDS to request a Submission Consultation **(Step 3)**.
- 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 **April 4-April 11**

- Finalize your defense meeting! Request a room reservation with the SSB Administrative Assistant (msween10@gmu.edu) if the defense is being held in person. Email Chris Ryan (cryan1@gmu.edu) to set up a Zoom meeting if the defense is to be held virtually.
- **Email your defense date, time, title and abstract to Diane St. Germain (dstgerma@gmu.edu)** PhD students will also submit their **Pre-Defense Approval Form** to Diane St. Germain.
- **Submit your defense date, time, title and abstract to COS using the online form:** <https://science.gmu.edu/academics/advising-student-support/advising/defense-announcement-submission-form>
- **[Hold a submission consultation with the Library.](#)**

At Least 2 Weeks before Submitting Your Manuscript **BEFORE April 18**

Submit the final manuscript to your committee. Please provide your committee members extra time to review your manuscript before your public defense because of Spring break and/or midterms.

At Least 1 Week before Submitting Your Manuscript to the Library **BY April 25**

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 required signatures.

Download the SSB signature sheet template from the UDS website <http://library.gmu.edu/udts/process> under **Step 4** for “College of Science, School of Systems Biology”. Enter committee member names and titles.

Email the signature sheet to Committee members and COS Deans after the defense and before submitting it to Fenwick Library’s Thesis and Dissertation Coordinator.

Submit the manuscript, signature sheet, transmittal sheet and Embargo forms to UDS (Step 5).