**Summer 2023 SEMESTER DEADLINES FOR YOUR MANUSCRIPT**

The deadline dates for the steps below are dependent on the “Thesis and Dissertation Submission Deadline” date, which is different every semester. That date is found on the Registrar’s [“Graduation Timelines”](http://registrar.gmu.edu/students/graduation/timelines/) website.

**The timing for advance steps in the submission process is equally as important as the deadline for submitting your manuscript! First review “The Process” tab on the library’s thesis & dissertation website** [**https://library.gmu.edu/udts**](https://library.gmu.edu/udts) **.**

The absolute deadline for Summer 2018 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is **Friday August 4 before 5:00 pm**. If you are planning to submit yours on that date, your deadlines are in red below. If you plan to submit your manuscript earlier than August 4, your dates for these steps will be proportionately earlier. It is strongly advised that you submit your thesis or dissertation before the last day.

**8 Weeks before Submitting Your Manuscript to the Library BEFORE June 9**

Contact the Thesis and Dissertation Coordinator at Fenwick Library and arrange a Format Review to include the signature page. <http://library.gmu.edu/udts>

**At Least 7 Weeks before Submitting Your Manuscript to the Library BEFORE June 16**

Submit a draft manuscript to your committee members for review.
Ask committee members for possible pre-defense and public defense dates.

**At Least 5 Weeks before Submitting Your Manuscript BEFORE June 30**

Hold a pre-defense meeting with your committee—Mandatory for PhD students; recommended for MS thesis students. [PhD students, get [Pre-Defense Approval Form](https://science.gmu.edu/academics/departments-units/systems-biology/student-forms) signed at this time.]

Hold a submission consultation with the Librarian.

**At Least 4 Weeks before Submitting Your Manuscript BEFORE** **July 7**

Email the date and time of your public defense to the SSB Administrative Assistant for room scheduling, or to Chris Ryan for a virtual meeting link. Email your title and abstract to Diane St. Germain for the email announcement. PhD students will also submit the signed Pre-Defense Approval Form to the SSB Program Coordinator.

**At Least 3 Weeks before Submitting Your Manuscript BEFORE July 14**

Submit a final manuscript to your committee. In consideration of faculty travel plans, 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** **July 28**

**Hold your Public Defense either in person or by virtual meeting.**

The minimum one week lead-time for this step is to allow you to make revisions or corrections to your manuscript as noted by your committee after the public defense, and to obtain all signatures. NOTE: The signature page template can be downloaded from the thesis website under “College of Science” for the School of Systems Biology.

Obtain the required signatures on the manuscript’s cover/ submittal sheet before submitting it to the Library’s Thesis and Dissertation Coordinator. Email cosgrad@gmu.edu for COS Deans’ signatures.

**Many people are involved in producing your thesis -- please be considerate and plan ahead!**