

## Summer 2024 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”](#) 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> .**

The absolute deadline for Summer 2024 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is **Friday July 26 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 July 26, your dates for these steps will be proportionately earlier. **It is strongly advised that you submit your thesis or dissertation to the library before the last day.**

### **8 Weeks before Submitting Your Manuscript to the Library** **BEFORE May 31**

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 7**

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 21**

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.]  
Hold a **submission consultation** with the Librarian.

### **At Least 4 Weeks before Submitting Your Manuscript** **BEFORE June 28**

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 SSB Program Coordinator (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 5**

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 19**

**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](mailto:cosgrad@gmu.edu) for COS Deans’ signatures.

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