

Summer 2025 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.

First review “The Process” tab on the library’s thesis & dissertation website <https://library.gmu.edu/udts>.

The absolute deadline for Summer 2025 MS and PhD graduates to submit their thesis or dissertation manuscripts to Fenwick Library’s Thesis and Dissertation Coordinator is **Friday August 1 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 1, 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 June 6**

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

At Least 7 Weeks before Submitting Your Manuscript to the Library **BEFORE June 13**

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 27**

Hold the **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.]

Schedule a **submission consultation** with the UDTs Librarian.

3 to 4 Weeks before Submitting Your Manuscript **BEFORE July 3**

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 11**

Submit a final manuscript to your committee. In consideration of faculty travel plans/holiday, please provide your committee members extra time to review your manuscript before your public defense.

Minimum 2 Weeks before your public defense date **BY July 18**

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>

At Least 1 Week before Submitting Your Manuscript to the Library **BY July 25** **Hold your Public Defense in person or by virtual meeting (Zoom).**

The minimum one week lead-time for this step is 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 UDTs website <https://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 UDTs (Step 5).