

Standard Operating Procedure – Proposal and Defense of Dissertation or Thesis

Responsibility: Associate Dean; College Coordinator

Time Frame: After completion of final (comprehensive) required examination

Definition: The thesis or dissertation must present evidence of a mastery of the literature in an area of study, a significant contribution to knowledge, and the ability to conduct independent research.

Procedures:

Step 1: Use the “Roadmap” process outlined in *MyAdvisor*

Step 1a: Begin early---the College requires the public announcement (on the [College](#) web page) ten (10) working days prior to the actual defense.

Step 1b: Use the approved [format](#)

Step 1c: Contact the [Office of Graduate Studies](#) with *MyAdvisor* technology issues.

Step 2: Schedule your defense*

Step 2a: Check with your committee members for the best time and day for the defense.

Step 2b: Contact your departmental office to schedule a room.

Step 3: Follow the hyperlinks provided in *MyAdvisor*

Step 3a: Enter your information in your *MyAdvisor* account. *MyAdvisor* does not backdate.

Step 3b: Check your spelling and grammar.

Step 3c: Cut and paste the required information

DISSERTATION WORKFLOW

Your defense date must occur no earlier than ten business days from the date you are scheduling your defense.

You will need to know your date and time of the defense as well as the room in which you will be hold your defense. Contact your advisor or department for assistance in securing a room for your defense.

Earliest Proposal Defense Date: 1 .

*Defense Date: (mm/dd/yyyy) You can choose any date later than the displayed date.

*Defense Time: Hour Min AM/PM

*Location: On Campus Off Campus

Committee Members:
Dr. Mark Scott, Chair

Title:

Abstract:
Background: In educational research in general and bilingual

Step 3c: **Preview** your message to the faculty. Is your information correct?

Step 3d: Scroll to the bottom of the page and **SUBMIT to Committee**

Step 3e: After all approvals, your defense will appear [here](#) one (1) week prior to your defense.

*Some helpful hints--

1. Select multiple dates prior to the ten (10) day deadline before you contact your committee members.
2. Make your room arrangements after you and your committee agree to date/time.
3. If you change the date/time/place of your defense, it is **your responsibility** to contact the [Office of Graduate Studies](#).
4. At your final defense have your signature page ready for the committee to sign. The chair will sign after a review of all the corrections/additions. Now the Dean of the College can sign. You may need to leave your signature page with his assistant, so leave your contact information.
5. After your final defense, make your appointment with the [Office of Graduate Studies](#) for a face-to-face review of document formatting and electronic uploading instructions.

Regarding GRADUATION:

- Use the [Thesis and Dissertation Deadlines](#) to plan your defense date for May, August, or December graduation
- If you want your name and your research title listed in the Commencement Program, you must apply to graduate. **Petitioning to “walk” is not applying to graduate.**
- Late graduation applications may preclude your information from being the Commencement Program
- List **ONLY** those classes taken at the University of Houston your degree plan
- If you have Transfer Credit make sure to list correctly—it does not go on your degree plan.