

## UI Center for the Book Summary of Procedures for Graduation

**General Theses & Graduation information may be found at:**

<http://www.grad.uiowa.edu/theses-and-dissertations>

**Theses and Graduation Deadlines can be found at:**

<http://www.grad.uiowa.edu/deadlines>

**A Graduation Checklist may be found at:**

<http://www.grad.uiowa.edu/theses-and-dissertations/graduation-checklist>

(You will find links for the Plan of Study form and the Application for Degree on line procedure on this page.)

**Graduate College Written Thesis Requirements may be found at:**

<http://www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual>

**Additional UICB Requirements include an exhibit of thesis work, submission of a copy of your written thesis and a digital file of 10–20 selected images from your thesis work.**

**Dates to Remember**—(see ‘Significant Dates’ schedule for particular term dates ie ‘Fall 2013 Significant Dates’)

**By finals week of the 4th semester.**

The student requests a tenured/tenure track faculty member serve as their Degree Committee Chair. If the desired faculty member is not tenured/tenure track, the student must add a co-chair. This co-chair must be tenured/tenure track. Upon the consent of the faculty member(s) to serve, the student begins work on a thesis abstract (see below) and on assembling a full committee of 4 members. Over the summer the student may seek advice from the Chair(s).

**On or before the 4th Monday, 5th semester.**

**Committee Members chosen, MFA Committee form signed**

The student, in consultation with the Chair, selects the rest of the Degree Committee. Four members from the Faculty are required: the Degree Committee Chair, at least two other UICB affiliated Faculty; one outside Faculty member is encouraged but not required. Adjunct Faculty, Lecturers, and Visiting Professors may serve on degree committees, per discussion between the student and the Degree Committee Chair and following Graduate College approval of a petition submitted by the UICB director. At least two of the committee members must be tenured or tenure track.

**Thesis Abstract (submitted to committee members)**

The abstract should consist of a 1–2 page statement that lays out a plan for the approach and work the student intends to produce for the student’s thesis show (group or individual). This thesis work can be a body of related works, a single work, or other combination of creative expression, relevant research, and production effort. This body of work will be accompanied by a written thesis that is deposited with the Graduate College and follows Graduate College Thesis guidelines.

**On or before week 8 of 5th semester**

**Student schedules a meeting with the full Degree Committee.**

**On or before week 2 of 6th semester.**

**Plan of Study completed with the UICB Program Administrator (PA)**

This completed form needs to be signed by your Committee on or before the 1st day of the 3rd month of your

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6th semester. See <http://www.grad.uiowa.edu/content/publications-and-forms-for-students> for information on Graduate College requirements for Masters Degree Graduation processes. You will need to make an appointment to fill this out with the PA so please leave adequate time to get this accomplished. You will also complete the [Request for Final Examination](#) with the PA at this time.

#### **On or before week 6, 6th semester, 4:30 pm**

##### **👉 Application for Degree filed through ISIS online.**

This **must** be accomplished by the deadline or **you will not be allowed to graduate**. Go to <http://www.grad.uiowa.edu/deadlines> to check for exact day, date and time.

#### **On or before week 6, 6th semester**

##### **👉 Preliminary copy of written thesis is due to all committee members.**

This should be as complete as possible, including indication of image placement. Committee members will provide feedback at least one week prior to the deadline for the first deposit to be submitted to the Graduate College.

#### **On or before week 8, 6th semester**

##### **👉 Plan of Study & Final Exam Request due to the Graduate College**

#### **Week 12, 6th semester**

##### **👉 First deposit of completed written thesis due in the Graduate College (205 Gilmore Hall).**

A copy should also be delivered to each committee member. The first deposit of your thesis must be as complete as possible including figures (images). If you need to provide placeholder images in some instances, they must be as close as possible to the expected final version. If these change in any way, the final thesis may be rejected and delay your graduation date. See the manual for formatting rules (<http://www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual>) and hard copy submission guidelines for MFAs (<http://www.grad.uiowa.edu/theses-and-dissertations/hard-copy-submission>). Visit <http://www.grad.uiowa.edu/deadlines> for exact due day, date and time.

#### **Weeks 10–14, 6th semester**

##### **👉 Thesis exhibit and final critique with Committee Members, to be scheduled by the student**

Ideally, this critique will be held in the exhibit space. It is expected that Committee Members will have seen the show and read the written thesis prior to this meeting. This will be an in-depth examination of the work. Meetings must be scheduled early enough to allow for any necessary changes in the written document to be accomplished and the submission of graduation papers to the Graduate College by the GC deadline.

#### **Weeks 14–15, 6th semester**

##### **👉 Graduate Degree Committee Meetings (“Final Examination Defense”)**

This is your final meeting with your committee to review any changes to the written thesis and to sign graduation paperwork. You and your committee members will be notified by the Program Assistant of the final date and time. Make all necessary Graduate College required changes to the written thesis/dissertation **before** this meeting. After obtaining the Certificate of Approval signatures at the meeting, deposit the **signed** copy with the Graduate College (205 Gilmore Hall) on or **before** the Final Thesis Deposit deadline.

#### **Week 15, 6th semester**

##### **👉 Final Exam Report Due to Graduate College**

#### **Week 16, 6th semester**

##### **👉 Final Deposit of Thesis and Certificate of Approval due at the Graduate College, 205 Gilmore Hall**

Submit two copies for a hard copy thesis deposit, one copy of the Certificate of Approval only if you chose to submit your Thesis digitally. Check <http://www.grad.uiowa.edu/deadlines> for exact day, date and time.

The registrar’s calendar may prove helpful at:

<http://www.registrar.uiowa.edu/Calendars/AcademicDeadlines/tabid/67/Default.aspx>