Non Doctoral Thesis Defense (final examination)

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# Introduction

All graduate degree candidates must complete and submit an Application for Graduate College degree through MyUI.

The student and their faculty committee schedule Non-Doctoral thesis defense. Exam dates must be officially declared in the Office of Student Services at least 2 weeks before the oral defense and by the established deadlines. Students preparing for thesis defense must have satisfied all coursework submitted on the Graduate College Plan of Study form.

# Contact Information

Any questions related to this schedule and the administration of graduate examinations in the College of Education should be directed to Rebecca Stai, 319-384-0669, [Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)

**Important details:**

* [Final Exam (thesis/dissertation defense) applications](https://workflow.uiowa.edu/entry/new/4244) and [Non-Doctoral plan of study forms](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf) (if applicable) must be submitted at least 2 weeks prior to the exam date AND by the deadline listed.
* Any updates/changes to the final exam date must be submitted to Becca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to the exam date.
* Committee members: All Exam Reports must be completed via Workflow no later than 2 days after the submitted exam date AND by the deadlines listed.

### Starting Fall 2024, Degree Audits will take the place of Plan of Study forms for the following: HESA (MA); Educ Leadership (MA); TLCC (MA); STEM Ed. (MS); Ed. Measurement & Statistics (MA – Non-Thesis & Thesis); Learning Sciences & Educ Psych (MA – non-thesis & thesis) - <https://registrar.uiowa.edu/degree-audits>

**Deadlines**

**Summer 2024**

* **June 7**
  + Application for degree via MyUI
* **June 11**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
  + Submit [Non-Doctoral Plan of Study Summary Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf)
* **July 16**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **July 23**
  + Single Thesis Deposit (5pm Central Time)
* **August 2**
  + Degree Conferral Date

## **Fall 2024**

* **October 4**
  + Application for degree via MyUI
* **October 15**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
  + Submit [Non-Doctoral Plan of Study Summary Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf)
* **October 29**
  + If final exam (thesis defense) is before October 29th, please contact Becca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to scheduled exam date
* **December 2**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **December 9**
  + Single Thesis Deposit (5pm Central Time)
* **December 20**
  + Degree Conferral Date

## **Spring 2025 (dates subject to change)**

* **February 28**
  + Application for degree via MyUI
* **March 11**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
  + Submit [Non-Doctoral Plan of Study Summary Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf)
* **March 25**
  + If final exam (thesis defense) is before March 25th, please contact Becca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to scheduled exam date
* **April 22**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **April 29**
  + Single Thesis Deposit (5pm Central Time)
* **May 16**
  + Degree Conferral Date

# Graduate Students Graduation Semester Checklist

|  |  |  |
| --- | --- | --- |
| **√** | **What do I do?** | **Where do I find it?** |
|  | Enroll during your graduation semester. Registration in a course for which tuition and fees are not assessed will not satisfy this requirement. | MyUI |
|  | Application for Graduate College Degree: Degree applications for all students are available on MyUI. Be sure to complete this by the deadline for the session in which your degree will be conferred (see procedures and deadlines document). College of Education department is the degree major. Specific program is a subtrack. | MyUI |
|  | Complete Graduate College Non Doctoral Plan of Study and attach to final exam application OR complete Degree Audit (connect with your department or Anne Sparks to confirm which tool to use). All coursework must be completed by end of semester. Starting Fall 2024, Degree Audits will take the place of Plan of Study forms for the following:: HESA (MA); Educ Leadership (MA); TLCC (MA); STEM Ed. (MS); Ed. Measurement & Statistics (MA – Non-Thesis & Thesis); Learning Sciences & Educ Psych (MA – non-thesis & thesis) - <https://registrar.uiowa.edu/degree-audits> | Contact Becca Stai for Plan of Study form or use the following link:  [Non-Doctoral Plan of Study Summary Sheet](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf) |
|  | Complete the [Information for Final Exam Request](https://workflow.uiowa.edu/entry/new/4244) form. (Note: if you sit for your final examination prior to the session in which your degree is conferred, the above-mentioned forms must be filed before your final examination occurs.) | [**https://workflow.uiowa.edu/entry/new/4244**](https://workflow.uiowa.edu/entry/new/4244)  (click or paste URL into your browser) |
|  | Successfully complete your final examination (thesis defense). Report of Final Examination (thesis defense) will be provided to your committee chair (via Workflow) and must be completed within 2 days of the final exam date AND by the deadline for the semester. | Graduate College provides Exam Report to Committee. Must be submitted within 2 days of final exam AND by the semester deadline. |
|  | Make all revisions to your thesis and upload (deposit) the manuscript to ProQuest by the thesis deposit deadline in your graduation session. | <https://grad.uiowa.edu/academics/thesis-and-dissertation>  Contact Erin Kaufman ([erin-kaufman@uiowa.edu](mailto:erin-kaufman@uiowa.edu)) for manuscript questions |
|  | Report of Thesis Approval – Will be circulated via workflow to your committee when your deposit is made |  |
|  | At the time of deposit, submit a letter of support from your advisor if you wish to embargo your thesis. | <https://grad.uiowa.edu/academics/thesis-and-dissertation/public-accessibility-your-work> |
|  | Complete the Graduate College Exit Survey | ProQuest |
|  | Carefully review the confirmation information sent by the Office of the Registrar that describes all commencement activities. | Email from Registrar. May have to download an app. |
|  | If necessary, update your residing address information on MyUI so that you may receive your diploma after you leave campus. Diplomas are mailed by the Office of the Registrar approximately six weeks after each graduation date. | https://myui.uiowa.edu |

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|  | Complete an online exit counseling session if you have borrowed through the Federal Direct Stafford Loan Program. | <https://studentaid.gov/exit-counseling/> |
|  | Check with the UI Billing Office to make sure that all of your financial obligations have been cleared. Your final transcript and/or your diploma may not be released to you if you have an outstanding balance. | 319 335-0071 |
|  | Keep in touch with the Office of Student Services regarding your job search. | [Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu) |
|  | After Graduation resource availability | ITS – How Long Do Accounts Remain Active [https://its.uiowa.edu/support/arti](https://its.uiowa.edu/support/article/106201) [cle/106201](https://its.uiowa.edu/support/article/106201)  Office 365 Access After You Leave the UI [https://its.uiowa.edu/support/arti](https://its.uiowa.edu/support/article/2452) [cle/2452](https://its.uiowa.edu/support/article/2452) |

### Please note that both thesis and non-thesis Masters degrees need three committee members. The committee needs to have two UI tenure-track members and two department members.

**Instructions for** [**Plan of Study Summary Sheet**](https://grad.uiowa.edu/sites/grad.uiowa.edu/files/2023-02/Non-Doc-POS%201%2031%2023_1.pdf)

**Directory Information**

For DEPARTMENT section, indicate one of the four Education departments (i.e. Teaching and Learning), and for DEGREE MAJOR, the same as DEPARTMENT. APPROVED SUBTRACK is the program major that is your academic area of study (i.e. Science Education; Art Education; etc.).

**Graduate Work Completed or in Progress**

### Graduate Transfer Credit

Record all graduate work completed at other institutions, which is recorded on your University of Iowa transcript. The Registrar must have an official transcript from the institution where the work was completed before transfer work can be approved for inclusion in your degree program. Your Plan of Study will not be approved until the transcript is received.

### U.Of I. Graduate Hours Earned

Include all work recorded on the U of I transcript labeled "Hrs. Earned" in the lower right-hand corner of your transcript.

**Sem. Hrs. in Courses Carrying Marks of I or F** "Incomplete" hours should be entered in this space. **Current Registration**

This should reflect the semester in which the Final Examination (thesis defense) is to be taken. If any of these courses are correspondence, extension or transfer classes, label them accordingly. Please notify the Office of Student Services if you change your registration so that your Plan of Study may be adjusted.

NOTE: UI policy requires a registration the semester that you plan to graduate. Master’s Final Registration (GRAD:6001) can be used to satisfy this requirement if all coursework is completed.

**Reduction of Credit**

Indicate on the Plan of Study, the transcript, or a separate sheet of paper those courses not applicable to the degree (include both U of I and transfer work). These would include courses over 10 years old (see below) and impertinent course work. Discuss the deletion of course work from your Plan of Study with your adviser.

### Courses Over 10 Years Old

Courses taken ten or more years prior to the comprehensive examination must be updated if they are to be included on the Plan of Study. This process is very closely monitored and is not approved unless extenuating circumstances exist. Contact your advisor or the Office of Student Services regarding the update procedure. Coursework over ten years old which has not been verified by an update letter must be deleted from the Plan of Study.

Last updated 06/19/24

### Graduate courses not to be applied toward this degree

This would be courses taken at the Graduate level in an area unrelated to this degree major. List only courses that cannot apply to this degree.

**Signatures**

Student should complete the materials in consultation with their advisor. Plan of Study summary form should be approved by the advisor and attached to the Information for Final Exam Request (no signatures required). All signatures will be acquired by the Office of Student Services (Becca Stai). Copies of your record (approved Plan of Study) will be submitted by the Office of Student Services to the Graduate College.

**Registration Requirements**

You must have completed at least 24 semester hours of course work from the University of Iowa after being admitted to the Graduate College. For the Ed.S. degree, 15 semester hours must be earned in residence in a 12-month period or during two summer sessions.

**Ed.S. Research Project**

A completed copy of the project must be submitted to the Chair of the project committee. A copy of the signed cover sheet must be submitted to the Office of Student Services by the specified deadline.



**Nondoctoral Plan of Study Summary Sheet**

**Graduate College** Academic Affairs Office University of Iowa

205 Gilmore Hall

Iowa City, Iowa 52242-1320 319-335-2144

grad.uiowa.edu

INSTRUCTIONS: Complete this form, obtain advisor and departmental signatures, and save as PDF. Departments/programs upload as Plan of Study attachment when submitting a Nondoctoral Final Exam request in workflow. If no final exam for this student, submit as a MAUI Advising Note. Use advising note labels of Admin Action - Plan of Study Submitted and send email notification to [gradcoll@uiowa.edu.](mailto:gradcoll@uiowa.edu) Include marked-up grade report (if applicable) as page 2 of a PDF scan. The Graduate College will return reviewed plans of study via MAUI Advising Notes.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| /ast Name  Shmoe | First Name | Joe |  |  |  | Student Number 01010101 | | | |
| Program  Teaching & Learning | | | | | | Degree ObMective | MA |  |  |
| Approved Sub Program (if any)  I.E.: Art Education; English Education | | | Final Exam Required? | Yes | No | Select One | Thesis | Nonthesis | |
| Anticipated Graduation Session Spring | Year 2023 | | Semester hours required for degree | 36 |  | Currently applied for degree? | | Yes | No |

**Graduate Work Completed or in Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| Transfer Graduate Credit | College or University  Somewhere University | Semester Hours  6 |  |
| College or University | Semester Hours |
| U of I Graduate Hours Earned  (You will find this at the end of the grade report as "Hrs Earned," NOT in the UI Cum "Hours and Points Summary") | | Semester Hours |
| Semester Hours in Courses Now Carrying Marks of Incomplete (I) (or F-Converted from I) that must be cleared for this degree | | Semester Hours  24 |
| Current Registration  (In the box to the right, enter the total number of graduate semester hours in the current registration) | | Semester Hours  6 |
| Additional Registration Required (If not graduating in current session Semester  Course Number Course Title Hours | | Semester Hours  0 |
| Total graduate credit completed or in progress and additional registration required.  All courses included for credit must be 100 (legacy) or 3000 (New MAUI number) level or higher. A. | | | Semester Hours  36 |

**Reduction of Credit**

|  |  |  |
| --- | --- | --- |
| Cross off courses on the student's record and current registration (MAUI schedule) that are included in the  following categories: | |  |
| Courses over 10 years old | Semester Hours |
| Graduate courses not to be applied toward this degree  (e.g., courses not specifically needed for this degree, e.g., unneeded electives, make-up for undergraduate deficiencies) | Semester Hours |
| Total reduced credit B. | | Semester Hours  0 |

Semester Hours

36

**Total Graduate Hours To Be Counted Toward Degree C.**

|  |  |  |
| --- | --- | --- |
| Advisor's Signature Date | Department Executive's Signature Date | Graduate Dean's Signature Date |