

Physical Cultural Studies: **Thesis/Dissertation Defense Scheduling Stages**

In order to bring theses/dissertations to final defense meetings in a satisfactory manner, it is important for students to adhere to the following developmental stages:

1. Submission to advisor of the completed **first draft** of the full manuscript (this should include abstract, title pages, table of contents, appendices etc. in APA format; as the committee would expect to see it).
 2. Having submitted the initial draft to your advisor, within **one months time**, they will schedule a meeting with the student in order to discuss their evaluation of the manuscript, and the issues that need to be addressed.
 3. The student will then address the aforementioned issues and concerns. Evidently, there is **no set time** for this phase of the process. It could take two weeks, it could take 12 months; the scale and scope of the revisions will determine the length of time necessary to address them.
 4. Once the revisions are completed to the student's satisfaction, the entire revised manuscript will be submitted to the advisor for review.
 5. Within no more than **two weeks** of your submission of the revised manuscript, the advisor will schedule a meeting with you in order to discuss the state of the manuscript. At this meeting, you will either be directed to make more changes, or the manuscript will be deemed suitable to circulate to your committee members in preparation for the defense meeting. If the former is identified, **Stages 3 and 4** of this process will be **repeated** until the manuscript is of sufficiently quality to be brought to defense.
 6. Once identified as being of sufficient quality by the advisor, the student should confirm the defense participants and date. Prior to this stage, you could **tentatively** look into committee member's availability, but this would be contingent on successful movement through stages 1-5. You should also circulate (in hard copy) the final version of the manuscript to the committee at this time.
 7. This leads to the final defense of the thesis/dissertation that, in all likelihood, is going to result in the identification of **recommended and/or required revisions**. However, it is hoped that the extent of these would be lessened due to the developmental stages the manuscript would already have been worked through, between student and advisor.
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