

Timeline for Defense/Thesis Submission: MS Plan A in Earth & Planetary Sciences (EPS)

Steps	Description	Forms to Complete	Fall	Spring	Summer
1	Thesis committee and topic must be approved before work commences.	Student Progress Form IIA & II			
2	Meet with Lily to go over your degree requirements check and final semester.				
3	Submit application for graduation to Grad Division.	Graduate Application for Degree	3rd week of Fall semester.*	3rd week of Spring semester.*	1st week of the 1st Summer Session.*
4	Check the EARTH Seminar/Defense calendar for available time slots. Your defense should not overlap with another event. Please notify Lily when a date/time is finalized.				
5	Set your defense date, time and place with your committee. All members of your committee should be present as much as possible.	(Petition for Remote Committee Participation)			
6	At least 2 weeks prior to defense, submit final draft to your committee.				
7	At least 1 week prior to defense, notify your division administrator. Provide title, abstract, date, time, place, and how you wish your name to appear in the announcement.				
8	Defense date at least 3 weeks prior to thesis submission deadline.	Student Progress Form III			
<i>Start here and work backwards to solidify your milestones</i>	Submission deadline for thesis to Grad Division Upload thesis to ETD ProQuest: http://www.etsadmin.com/hawii . Requests for extensions with justification must be sent to Dept Grad Chair at least 3 weeks prior.	Student Progress Form IV	1st Fri. in Nov.*	1st Fri. in April*	1st Fri. in July*
10	Schedule exit interview with Lily. Submit thesis electronically via email to Lily.	Student Progress Form V	Before Last Day of Instruction	Before Last Day of Instruction	Before Last Day of Instruction
11	Confirmation of degree & diplomas will take place within 10 weeks after grades are posted. Confirm in STAR.				

*[*always double-check with the Academic Calendar](#)*

**Timeline for Oral Presentation/Written Report Submission:
MS Plan B in Earth & Planetary Sciences (EPS)**

Steps	Description	Forms to Complete	Fall	Spring	Summer
1	Project committee and plan must be approved before work commences.	Student Progress Form IIA & II			
2	Meet with Lily to go over your degree requirements check and final semester.				
3	Submit application for graduation to Grad Division.	Graduate Application for Degree	3rd week of Fall semester.*	3rd week of Spring semester.*	1st week of the 1st Summer Session.*
4	Check the EARTH Seminar/Defense calendar for available time slots. Even though your oral presentation will not be public, it should not overlap with another event. Please notify Lily when a date/time is finalized.				
5	Set your presentation date, time and place with your committee and GSC representative. All members of your committee should be present as much as possible.	(Petition for Remote Committee Participation)			
6	At least 2 weeks prior to oral presentation, submit final draft to your committee.				
7	Oral Presentation at least 1 week prior to last day of instruction.	Student Progress Form III			
8	Finish written report.	Student Progress Form IV			
9	Schedule exit interview with Lily. Submit written report electronically via email to Lily.	Student Progress Form V			
<i>Start here and work backwards to solidify your milestones.</i>	Submission deadline for written report and all Student Progress Forms to the Department		Last Day of Instruction*	Last Day of Instruction*	Last Day of Instruction*
11	Confirmation of degree & diplomas will take place within 10 weeks after grades are posted. Confirm in STAR.				

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**Timeline for Defense/Dissertation Submission:
PhD in Earth & Planetary Sciences (EPS)**

Steps	Description	Forms to Complete	Fall	Spring	Summer
1	Dissertation committee/topic must be approved before work commences.	Student Progress Form IIA & II			
2	Meet with Lily to go over your degree requirements check and final semester.				
3	Submit application for graduation to Grad Division.	Graduate Application for Degree	3rd week of Fall semester.*	3rd week of Spring semester.*	1st week of the 1st Summer Session.*
4	Check the EARTH Seminar/Defense calendar for available time slots. Your defense should not overlap with another event. Please notify Lily when a date/time is finalized.				
5	Set your defense date, time and place with your committee. All members of your committee should be present as much as possible.	(Petition for Remote Committee Participation)			
6	At least 4 weeks prior to defense, submit final draft to your committee.				
7	Two weeks prior to defense, submit form to notify Grad Division.	Final Oral Exam for Doctoral Dissertation Defense			
8	At least 1 week prior to defense, notify your division administrator. Provide title, abstract, date, time, place, and how you wish your name to appear in the announcement.				
9	Defense date at least 3 weeks prior to dissertation submission deadline.	Student Progress Form III			
10	Complete Survey of Earned Doctorate (SED) here: https://sed-ncses.org . Submit Certificate of Completion to Grad Division.	SED Certificate of Completion			
	Submission deadline for dissertation to Grad Division. Upload dissertation to ETD ProQuest: http://www.etsadmin.com/hawij . Requests for extensions with justification must be sent to Dept Grad Chair at least 3 weeks prior.	Student Progress Form IV	1st Fri. in Nov.*	1st Fri. in April*	1st Fri. in July*
12	Schedule exit interview with Lily. Submit dissertation electronically via email to Lily.	Student Progress Form V	Before Last Day of Instruction	Before Last Day of Instruction	Before Last Day of Instruction
13	Confirmation of degree & diplomas will take place within 10 weeks after grades are posted. Confirm in STAR.				

*[*always double-check with the Academic Calendar](#)*