

Thesis, Field Study and Dissertation Defense

As part of the requirements for the master's and doctoral degrees in the College of Engineering at Lamar University, students must pass a thesis, field study or dissertation defense given by their Graduate Advisory Committee as described in the graduate catalog. The part of the defense that is related to the presentation of the student's research is public. The final defense may not be administered before the thesis/field study/dissertation is available to all members of the student's Graduate Advisory Committee in substantially final form, and all members have had adequate time to review the document.

Listed below are the procedures that shall be followed for master's and doctoral thesis, field study, and dissertation defenses in the Lamar University College of Engineering. Only exceptions to this policy may be requested through the department chair and forwarded to the dean with the chair's recommendation and justification for the dean's review.

Requirements

Defense deadlines are listed on the College of Graduate Studies' (CGS) website. To be eligible to schedule the defense, the student must meet all requirements of the College of Graduate Studies.

Steps for Thesis, Field Study and Dissertation Defense

Listed below are the *minimum* steps (departments may have earlier deadlines) that shall be followed in scheduling and administering thesis, field study and dissertation defenses for master's and doctoral degrees in the Lamar University College of Engineering (LUCOE):

1. The student and the chair of the Graduate Advisory Committee shall review the eligibility requirements for the final defense and ensure that the student has satisfied all of them. If different courses were taken than are listed on the degree plan, then the appropriate petitions should be filed to make the necessary changes; all such petitions must be approved by CGS before the defense can be scheduled.

Deadline: 15 working days before the defense.

2. Students shall consult with their Graduate Advisory Committee and select a mutually agreed date and time for their defense. All advisory committee members shall attend the final defense. Normally, two hours should be reserved for the defense. The student is responsible for ensuring that a room is reserved for the defense; the dean's office can help with this if needed. If it is available, defenses should be held in larger rooms accommodating 30 or more people to enable a larger attendance. Then, the supervising professor or his/her designee shall make a public announcement for the defense, at least inside the College of Engineering.

Deadline: 15 working days before the defense.

3. The student shall distribute a complete draft (in its 'nearly final form') of the thesis, field study or dissertation to the Graduate Advisory Committee.

Deadline: At least 15 working days before the defense.

4. Submission of the G-5/D-6A/PhD-6 Schedule for Oral Examination/Schedule for Dissertation Defense Forms: This form shall be completed by the supervising professor of the student and submitted to the College of Graduate Studies at least 10 working days prior to the defense date. Submit completed form to lugradstudies@lamar.edu.

Deadline: At least 10 working days before the defense.

Forms:

- MES: Form G-5 Schedule for Oral Examination
- DE: Form D-6A Request to Schedule the Doctor of Engineering Field Study Defense
- Ph D: Form PhD-6 Request to Schedule Ph.D. Dissertation Defense