

Steps for Master's Defense

Before your Defense

1. **Register for 599 Thesis Research.** Terminal master's students should register for at least one semester of 599, and may register in 599 for all terms.
2. **Complete at least 32 credit hours** of course work in your core areas with grades no lower than B or S. No more than 12 hours of research can be counted.
3. **Add yourself to the degree list** in the term you plan to deposit your thesis via [UI Integrate Self-Service](#). You do not need to be registered in the semester in which you deposit your thesis if it is not the same semester as the one in which you took your exam.
4. **Reserve a room for the defense of your thesis** after the date and time have been approved by your Committee, and inform the Animal Biology Office Administrator of the date, time, and place. Master's Committees do not need to be approved by the Graduate College; however, membership of the Advisory Committee should be approved by your Advisor and the Department Head of Animal Biology.
5. **While writing your thesis, be sure to follow the [Grad College Thesis Requirements](#)** for formatting your thesis. If you have any questions about any of the formatting requirements, ask the Animal Biology Office Administrator, who is required to approve the formatting of your thesis before you are allowed to deposit.

After your defense

1. After you have made the revisions recommended by your committee, make sure that you have followed the [Grad College Thesis Requirements](#) for formatting your thesis, and then **email the Animal Biology Office Administrator a copy of your thesis for format review at least 4-5 days before the deposit deadline.**
2. After making any necessary format changes suggested by the Animal Biology Office Administrator, resubmit the final revision to the Animal Biology Office Administrator for a final review and approval. The Animal Biology Office Administrator will then submit a **Departmental Format Approval Form** to the Grad College and notify you that you may then submit your dissertation/thesis for electronic deposit to the Graduate College Thesis Office.
3. Work with the Animal Biology Office Administrator to **complete your [Thesis Approval Form \(TDA\)](#)**. Give your Thesis Approval Form (TDA) signed by all of your committee members to the Animal Biology Office Administrator, who will submit it electronically to the Graduate College Thesis Office.
4. **Deposit your thesis and submit supplemental materials.**
 - a. Convert your thesis file(s) to a single PDF file, if not already in that format.
 - i. Name the PDF file: Lastname_Firstname.pdf (use first and last names from title page; do not include middle names/initials in filename)
 - ii. Do not embed audio/video files in or apply security settings to PDF file
 - b. Go to www.grad.illinois.edu/submit-etd to create a submission profile and submit your electronic thesis.

- c. **At the same time**, submit the following to the Thesis Office (the deposit is not complete until all items are received):
 - i. If applicable, one copy of each permission letter to reprint copyrighted material (accepted by fax or email).
 - ii. Choose an IDEALS release option (see <https://grad.illinois.edu/thesis/release-options> for more information).
- d. Make all necessary corrections to your thesis, if any, as required by the Thesis Office. They will notify you of required changes via email.
- e. The Thesis Office will notify you via email when your deposit is complete. The deposit fee (\$25) will be charged to your student account.
- f. All final corrections and required materials are due no later than 4:45 p.m. on the final day of the deposit period for your intended graduation (see [Graduate College Academic deadlines](#)).