

## 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 or provide a Zoom Meeting link for your defense** after the date and time have been approved by your defense committee. **Inform the EEB Office Administrator** of the date, time, room/zoom link, and the names of your committee members at least **3 weeks before** your Final Defense date. If you need help reserving a room, contact the EEB Office Administrator. 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 EEB.
5. **Schedule your exit seminar.** Inform the EEB Office Administrator of the date, time, and room/zoom link of your exit seminar.
6. **While writing your thesis, be sure to follow the [Grad College Thesis Requirements](#)** for formatting. Click on the following link to view a sample Title Page, [Sample \(Master's\)](#). If you have any questions about any of the formatting requirements, ask the EEB 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 EEB Office Administrator a copy of your thesis (Word Doc. version) for format review at least 5 business days before the deposit deadline.**
2. After making any necessary format changes suggested by the Office Administrator, resubmit the final revision to the Office Administrator for a final review and approval. The Office Administrator will then submit a [Thesis/Dissertation Approval \(TDA\) form](#) to the Grad College and notify you that you may then submit your thesis for electronic deposit to the Graduate College.
3. **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 **as they appear in Banner and listed on the title page**; do not include middle names/initials in filename)
    - ii. Do not embed audio/video files in or apply security settings to PDFfile

- b. Go to <https://grad.illinois.edu/thesis/submit> 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. **IDEALS deposit agreement.** See the [Release Options page](#) for a detailed overview of the IDEALS release options and license text. You will agree to the IDEALS license agreement during step 2 of the [thesis submission process](#).
  - ii. **Copyright permission letters (If applicable).** The author determines if letters granting permission to reprint copyrighted material are needed. If so, there will be an opportunity to upload them with your submission. If you need to send them separately, please email them to [thesis@illinois.edu](mailto:thesis@illinois.edu). For more information about this item, see the [Copyright Tools](#) page.
- 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](#)).