



STEP-BY-STEP THESIS GUIDE #8: QUARTERLY THESIS DEADLINES

FALL TERM THESIS DEADLINES

The completed **Thesis Evaluation Form** is due to the Academic and Thesis Programs Manager (Miriam Alexis Jordan) as soon as your Thesis Defense Committee is identified and the defense date, time and place are confirmed—but *no later than ten (10) days before the scheduled defense*. Your final thesis draft must be in your committee members' hands, and to the Academic and Thesis Programs Manager, ten (10) days, but no later than seven (7) days, before the defense. *All forms are found in [Canvas](#).*

- **Friday of Week Four (Fall Term)**—Last day to schedule a thesis defense for Fall Term
- **Wednesday of Week Nine (Fall Term)**—All thesis defenses must be completed by this date
- **Thursday of Week Ten at Noon (Fall Term)**—Final Electronic Archival Copy of the Thesis (in MS Word or other pre-approved format) and accompanying paperwork are due to the Academic and Thesis Programs Manager.
 - SUBMIT ELECTRONICALLY (mjordan@uoregon.edu):
 - The Final Electronic Archival Copy of your Thesis
 - **Step 5: CHC Thesis Post-Defense Form**. NOTE: First, log in at <http://forms.uoregon.edu>. *If you do not log in FIRST, the form you complete will not save or route.* The Clark Honors College forms are near the bottom of the list.
 - Thesis Envelope Cover Sheet
 - Optional:
 - [UO Libraries Scholars' Bank Contribution Permission Form](#) (read details in the "[Scholars' Bank and Copyright](#)" section).
 - Because it requires a signature, the Scholars' Bank Permission Form can also be submitted in hard copy.
 - SUBMIT HARD COPY to the CHC main office, Chapman Hall:
 - **One** (1) archival copy of your Abstract Page on 25% cotton (or better) white paper in 20 or 24 lb weight, SIGNED by your Primary Thesis Advisor.
 - If your Abstract is more than one page, we just need the page that has the signature line.
 - Do not copy and paste the Abstract Page onto a new Word document as all the formatting disappears. On the Abstract Page, simply print "current page."
 - Place the signed Abstract Page inside a 9" x 12" manila envelope, with a completed [Thesis Envelope Cover Sheet](#) scotch-taped to the front of the envelope (please tape all four sides and corners of the form to the envelope front).

The Clark Honors College can provide you with the proper paper and envelopes.

WINTER TERM THESIS DEADLINES

The completed **Thesis Evaluation Form** is due to the Academic and Thesis Programs Manager (Miriam Alexis Jordan) as soon as your Thesis Defense Committee is identified and the defense date, time and place are confirmed—*but no later than ten (10) days before the scheduled defense*. Your final thesis draft must be in your committee members' hands, and to the Academic and Thesis Programs Manager, ten (10) days, but no later than seven (7) days, before the defense. *All forms are found in [Canvas](#).*

- **Friday of Week Four (Winter Term)**—Last day to schedule a thesis defense for Winter Term
- **Friday of Week Nine (Winter Term)**—All thesis defenses must be completed by this date
- **Friday of Week Ten at Noon (Winter Term)**—**Final Electronic Archival Copy of the Thesis** (in Word or other pre-approved format) and accompanying paperwork are due to the Academic and Thesis Programs Manager.
 - SUBMIT ELECTRONICALLY (mjordan@uoregon.edu):
 - The Final Electronic Archival Copy of your Thesis
 - **Step 5: CHC Thesis Post-Defense Form**. NOTE: First, log in at <http://forms.uoregon.edu>. *If you do not log in FIRST, the form you complete will not save or route.* The Clark Honors College forms are near the bottom of the list.
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SPRING TERM THESIS DEADLINES

The completed **Thesis Evaluation Form** is due to the Academic and Thesis Programs Manager (Miriam Alexis Jordan) as soon as your Thesis Defense Committee is identified and the defense date, time and place are confirmed—*but no later than ten (10) days before the scheduled defense*. Your final thesis draft must be in your committee members' hands, and to the Academic and Thesis Programs Manager, ten (10) days, but no later than seven (7) days, before the defense. *All forms are found in [Canvas](#).*

- **Friday of Week Two (Spring Term)**—Last day to schedule a thesis defense for Spring Term
- **Friday of Week Nine (Spring Term)**—All thesis defenses must be completed by this date
- **Thursday of Week Ten at Noon (Spring Term)**—Final Electronic Archival Copy of the Thesis (in Word or other pre-approved format) and accompanying paperwork are due to the Academic and Thesis Programs Manager.
 - SUBMIT ELECTRONICALLY (mjordan@uoregon.edu):
 - The Final Electronic Archival Copy of your Thesis
 - **Step 5: CHC Thesis Post-Defense Form**. NOTE: First, log in at <http://forms.uoregon.edu>. *If you do not log in FIRST, the form you complete will not save or route.* The Clark Honors College forms are near the bottom of the list.
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 - Optional:
 - [UO Libraries Scholars' Bank Contribution Permission Form](#) (read details in the ["Scholars' Bank and Copyright"](#) section).
 - Because it requires a signature, the Scholars' Bank Permission Form can also be submitted in hard copy.
 - SUBMIT HARD COPY to the CHC main office, Chapman Hall:
 - **One** (1) archival copy of your Abstract Page on 25% cotton (or better) white paper in 20 or 24 lb weight, SIGNED by your Primary Thesis Advisor.
 - If your Abstract is more than one page, we just need the page that has the signature line.
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