Thesis Defense:

It’s time to Defend your Thesis:


2. Complete the Results and Discussion section of your Thesis in APA Style. Revise the Method section so that you are using past tense language.

3. Select various date and time options for your defense date. You must defend by the “Last Day for defense” Review: Deadline Dates.

4. Send out a Poll, with the date and time options, to your Committee Members 3 weeks prior to your planned defense date range.

5. Obtain a room in which to hold your defense by contacting the SoBA office. Email the date and time requesting a room for your Thesis Defense to: soba@fit.edu.

6. After you have an agreed upon defense date and have secured a room, you must announce your Thesis Defense by completing the Oral Examination/Defense Announcement and submitting it to OGP A minimum of 14 days before your defense date.

7. Email a copy of your Thesis to your Committee at least 14 days before your Defense Date.

8. Create your signature page, to bring to your defense. An example can be found here: Signature Page. If you are binding your thesis bring the same number of signature pages to match your binding order. The signature page should include Committee Members and Dean or Head of School Please Review the Faculty Profiles for titles. *do not duplicate names, Members/Dean/Head only need to sign once.

The academic unit head (Lisa A. Steelman, Ph.D., Dean & Professor College of Psychology & Liberal Arts) must sign all Master’s theses and all dissertations, whether a member of the committee or not.

9. Defend your Thesis: Collect signatures on your signature page(s) at the defense. Some faculty may require revisions and may elect to hold this documents contingent on revisions to your thesis.

10. Faculty will sign an Exam Report, students are not allowed to see or handle the Exam Report, Staff will deliver this document directly to OGP.

11. Make any corrections recommended by the committee, obtain any signatures for your signature page(s) that haven’t been collected.

It’s time to prepare your Thesis for submission:

12. Check your Deadlines.

13. Use the “Thesis Template” to convert your writing from APA style to “Fl Tech style”.

Thesis Defense:

15. After you convert your writing style, make an appointment to visit The Office of Graduate Programs (OGP) for a Format Check.
   Office of Graduate Programs
   gradprog@fit.edu
   Phone: 321-674-8137
   Building 402 (402QAD) Room: 100 (Across from TechSupport)

16. Bring a sample of your Thesis writing with you to the Appointment.
    It’s time to submit your Thesis:

17. Made the required/recommended changes to your Thesis format. See Manual & Style Guide

18. Check your Deadlines.

19. Make a second appointment, before the submission deadline, with OGP and bring:
   1. Electronic file of your Thesis in PDFA format
   2. Signature Page containing original signatures of each committee member and Dean. OGP will make a copy of the original signature page and return it to you.
   3. Signed ETD Access Form for submission to Scholarship Repository of Florida Institute of Technology. Advisor signature is required.
   4. Binding fee receipt (if applicable).

FAQ-

1. The Faculty is not on the Grad Faculty List or I want a member on my committee that is not part of the University?
   This member can still serve as an additional other member. Please contact the SoBA office we provide a Memo stating their Expertise is beneficial to your research and have the Faculty and Department Head sign. You will need to submit the Memo with the Faculty’s CV to OGP.

2. My Faculty left the University or my committee changes?
   Please contact the SoBA office immediately so we can initiate a memo to reflect this change. You must get confirmation in writing from the departing faculty that they will either:
   a. Voluntarily withdraw from the committee
   b. Would like to remain on the committee as an additional/other member.
   c. Separated Faculty cannot serve as Major Adviser but can remain on the committee.