



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Degree Completion
Effective Date: September 22, 2009
Document Status: Approved

Purpose

The final steps for completion of degree requirements occur in a specific order. This policy outlines those steps.

Policy Details

Following a successful oral defense, a final electronic copy of the thesis, project, or dissertation (ETD) must be submitted to the College for approval. The ETDs are due in the office of the Assistant Dean for Academic Affairs with the following deadlines and provisions:

1. If the student wishes to receive a diploma with the date of the commencement ceremony, the final approved ETD must be delivered to the Assistant Dean for Academic Affairs no later than noon April 1 for Spring, and noon November 1st for Fall.
2. Students who do not meet these deadlines but complete all graduation requirements five business days before the commencement ceremony will receive a diploma dated with the date of the commencement ceremony, otherwise the diploma will have an out-of-sequence date (usually the last day of the month of completion).
3. Students who do not complete all of the requirements for the degree by the end of the term will be required to register for the next term.

Policy Scope

Applies to all graduating students.

Related Policies

Attendance at Graduation
Electronic Theses and Dissertations
Oral Defense



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Definitions

ETD. An electronic version of the thesis, project, or dissertation.

Procedures

1. At least four weeks before the oral defense (see “Oral Defense” policy) the student provides their Research Mentor with a finished draft of their thesis, project, or dissertation document. All drafts must be formatted according to ETD guidelines (see “Electronic Theses and Dissertations” policy).
2. At least two weeks before the oral defense:
 - a. notify the College of the date, time, location, and title of the defense for public posting;
 - b. provide an ostensibly complete thesis, project, or dissertation document to the student’s Faculty Committee.
3. At the oral defense, have available the “Report of Final Examination” form for the Faculty Committee to sign.
4. Make any required changes to the thesis, project, or dissertation document before submitting the document for final approval per this policy. This final document requires the Faculty Committee signatures on the signature page.
5. Make an appointment with the College to complete paperwork and discuss graduation.

Document History

Approved by Graduate Studies Council September 22, 2009.

Administratively revised March 3, 2012 to adjust award dates per Registrar requirements.

Revised by Graduate Studies Council November 24, 2015, to adjust completion dates per Registrar requirements.

Revised by Graduate Studies Council April 26, 2016, to change the Spring ETD deadline from May 1 to April 15.

Revised by Graduate Studies Council January 28, 2025, for consistency with other policies.