



## Bachelor of Philosophy Defense Checklist and Suggested Timeline: Spring 2025 Graduation

This information is offered to guide BPhil degree candidates as they plan for their thesis defense by providing a suggested timeline and a checklist of items related to the defense and thesis submission.

Read the specific details about the [BPhil defense process](#).

### Final Deadline

The entire BPhil process must be completed by **12:00 pm on TUESDAY, APRIL 22, 2025**.

Specifically, this means that you must have successfully defended your thesis before your committee; incorporated and received approval for any revisions required by your committee from the defense; and submitted the final version of the thesis in proper [Electronic Thesis and Dissertation \(ETD\)](#) format by the deadline.

If you are unable to meet the requirements by the deadline, you will need to defer your graduation or forego receiving the BPhil degree and graduate with the standard bachelor's degree associated with your major(s).

NO EXCEPTIONS will be made to the deadline, so effective planning is important to successfully complete the BPhil degree.

### Suggested Timeline

(NOTE: These suggestions are considered the minimum amount of time required for successful completion of the BPhil process. You are strongly encouraged to add additional time throughout these components, especially if you have not used an [ETD template](#) to write your thesis draft. Consult with your thesis advisor to determine an appropriate timeline for your specific situation.)

#### Week of March 3, 2025

Send final draft of your thesis to your committee (you must give your committee members at least two weeks to review your final draft before your defense).

## **Weeks of March 24–March 31, 2025**

Hold your thesis defense.

## **Weeks of April 7–April 14, 2025**

Revise thesis based on comments from your committee at the defense; configure thesis document into proper ETD format; submit final version of the ETD; return completed [ETD Approval Form](#) to the Frederick Honors College.

## **Noon on Tuesday, April 22, 2025**

Deadline to have [ETD Approval Form](#) and final version of your ETD submitted to the Frederick Honors College.

## **Checklist for BPhil Defense**

### **Prior to the Defense**

\_\_\_\_\_ Ensure that the [Institutional Review Board \(IRB\) Status Form](#) has been completed and returned to the Frederick Honors College (NOTE: This form should have been submitted prior to beginning your BPhil research to ensure that any IRB protocols required are met).

\_\_\_\_\_ Consult with your thesis advisor to form your defense committee (your thesis advisor must approve all committee members).

\_\_\_\_\_ Contact all committee members and coordinate a date and time for the defense.

\_\_\_\_\_ Complete the [BPhil Thesis Defense Information Form](#) and return it to the Frederick Honors College.

\_\_\_\_\_ Provide copies of the final draft of your thesis to committee members (drafts must be received by your committee members at least two weeks before the date of your defense).

### **On the Day of the Defense**

\_\_\_\_\_ Bring a copy of the [ETD Approval Form](#) to your defense; complete the first section (the student information section); your committee members will sign the “Review and Acceptance” section; committee members may need to email the form between each other to virtually sign (using DocuSign or Adobe signature), especially if the external examiner is participating remotely.

## After the Defense

\_\_\_\_\_ Make any revisions to the content of your thesis required by your committee and have them approved through the process discussed at your defense. Ensure that your final thesis document (the ETD) adheres to proper ETD formatting and submit the ETD to the Frederick Honors College.

\_\_\_\_\_ Email completed ETD Approval Form to David Hornyak in the Frederick Honors College (ensure that all appropriate sections on Page 1 and Page 2 are completed and signed by you and your thesis advisor).

\_\_\_\_\_ If applicable, when returning completed ETD Approval Form, also email permission letters allowing you to include any copyrighted material (e.g., images copied from books, journals, other sources, audio or image files, etc.) in your thesis (see ETD website for information).

Students are responsible for adhering to all BPhil procedures and deadlines. Failure to follow the procedures and meet the appropriate deadlines will jeopardize your graduation.

If you have any questions or require any assistance as you progress, please contact David Hornyak at [hornyak@pitt.edu](mailto:hornyak@pitt.edu) in the Frederick Honors College.