

**DAVID C. FREDERICK HONORS COLLEGE
BACHELOR OF PHILOSOPHY DEFENSE CHECKLIST AND SUGGESTED TIMELINE
SPRING 2023 GRADUATION – UPDATED NOVEMBER 1, 2022**

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

Specific details about the BPhil defense process can be found on [this webpage](#).

FINAL DEADLINE

The entire BPhil process must be completed by

NOON on FRIDAY, APRIL 21, 2023

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 uploaded the final, edited copy of the thesis in proper [Electronic Thesis and Dissertation \(ETD\)](#) format (including all required bookmarks and hyperlinks) to the [D-Scholarship@Pitt website](#) by this deadline.

If you are unable to meet the requirements by the deadline, you either 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 this 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 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 13 – 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 27-April 3 – Hold your thesis defense

Weeks of April 10-April 17 – Revise thesis based on comments from your committee at the defense; configure thesis document into proper ETD format; upload ETD to the D-Scholarship@Pitt website; return completed ETD Approval Form to the Frederick Honors College

Noon on Friday, April 21 – Final deadline to have your ETD uploaded in proper format to the D-Scholarship@Pitt website and ETD Approval Form returned to the Frederick Honors College

CHECKLIST FOR BPHIL DEFENSE

PRIOR TO THE DEFENSE

- _____ Ensure that [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 all IRB protocols 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 [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 portion (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) if the external examiner is participating remotely

AFTER THE DEFENSE

- _____ Upload your final PDF version of your ETD to the D-Scholarship@Pitt website (all formatting, including bookmarks and hyperlinks in your PDF, must be correct); when uploading your ETD to D-Scholarship, select “David C. Frederick Honors College” in the “Schools and Programs” field (do not choose your academic major)
- _____ 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). Thesis advisors can electronically initial the abstract page (DocuSign provides an option to electronically initial documents); NOTE: BPhil degree candidates do NOT pay a thesis processing fee; the Frederick Honors College pays this fee on your behalf
- _____ 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, sound 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 in the Frederick Honors College.