

Defense Packet Instructions to the Graduate Representative and Major Professor

This packet of materials as described below pertains to his/her final thesis or dissertation exam. Please print, use and return results to Graduate Education. In no instance is the student to handle or deliver the results report. The following documents are included in this email:

- Defense Procedure for Committees (for reference)
- Defense Results Report *

* Only one defense report is provided for signatures. Programs wishing to retain a copy for their records should make one prior to delivering the original to the Graduate Office.

For the Graduate Representative:

Role: The Graduate Representative is a faculty member of a graduate student advisory committee (must not be from the student's department/program) who represents the Office of Graduate Education and is a voting member on a doctoral or master's committee, whose responsibilities are to:

- Represent the broad concerns of the Office of Graduate Education and the University with respect to high standards of graduate education and scholarly performance,
- Assure that all procedures are carried out fairly and according to the Graduate Education guidelines,
- Participate in conducting final examinations and provide an outcome report to the Office of Graduate Education immediately following the final exam,
- Assist in the resolution of committee disputes.

Key Duties of the Graduate Representative:

- Ensure that the defense does not go forward unless the graduate student advisory committee is satisfied that the final draft thesis/dissertation is complete and is an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. **Under no circumstances should a defense go forward if the final draft is incomplete.**
- Ensure that a majority of the committee is present. If some of the participants are attending by technology-assisted means (e.g. phone/Skype/Zoom), the majority of participants must be physically present in the scheduled room and the technology must be working so that all participants have satisfactory access throughout the defense. See Grad Ed Policy GEP VI.6. for more information. The defense must not be held if these conditions cannot be met.
- Assist the student by taking notes during the defense and briefly summarize the revisions required of the student on the second page of the Defense Results Report. Review this summary with the committee to be sure it is accurate. Give the student a copy after submitting the form to the Grad Office.

For the Major Professor:

Role: The responsibilities of the Major Professor are to:

- Supervise the graduate student's research, thesis/dissertation writing, and defense preparation.

Key Duties of the Major Professor:

- Ensure that academic standards and requirements are met and satisfied,
- Serve as chairperson of the graduate student advisory committee,
- Ensure that the thesis or dissertation adheres to the *Thesis and Dissertation Writing Instructions* manual, which is posted on the website <https://www.sdsmt.edu/Experience/Graduate-Education/Forms.html>, paying special attention to the abstract requirements (see below),
- Ensure that the draft is complete and is an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English before being submitted to the committee.
- Remind the committee that their signatures on the DocuSign title page certify their acceptance of the student's revisions and the final form of the thesis/dissertation.

If you have questions, please reply by return email.

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