



SPECIAL INSTRUCTIONS: Dissertation/Thesis Defense, Title Pages, Printing/Binding
(Effective April 1, 2020 through August 31, 2020)

DEFENDING

- In compliance with the actions taken by the University in response to the CoVID-19 pandemic, the Graduate Studies Office does not recommend a **face-to-face defense**.
- The student, committee chair and members, and, in some cases, the graduate program coordinator need to agree upon and arrange the date, time, **format, and technology platform** of a virtual defense.
- The technology platforms for **conducting a virtual defense** are [Microsoft Teams](#), [Collaborate Ultra](#), Google Hangouts, and Adobe Connect. [For more information about these tools visit this link](#). Be aware that MS Teams and Collaborate Ultra are the two preferred and secure applications supported by the University Information Technology department.
- **Title Pages.** A title page for each final manuscript is needed. For the unique circumstances we're all adapting to, here are two options that are currently acceptable.
 - Original Signatures – Title pages can reflect original signatures of the committee chair and members/readers. Before spring 2020, each committee member would sign each title page at the end of the defense. Now, if a student wants original signatures, this likely will involve arranging the signing and routing of pages among all the committee members. Title pages should not be *folded, bent, or copied*. Also, routing may involve mailing or sending multiple pages to multiple people multiple times. Unfortunately, this is a process and cost for which the student is responsible.
 - Facsimile Signatures – The Graduate Studies Office will insert facsimile signatures on the title pages. These will be electronic stylized signatures inserted in place of an original signature. To verify the defense approval by each committee member, the student must have the individual committee members email the Graduate Studies Office (gradschool@uwosh.edu) the following statement:

“As a committee <chair/member> for <student’s full name> thesis/dissertation defense and manuscript preparation, I confirm that <student’s first name>” has met all my requirements in fulfillment of completing the thesis/dissertation.”
 - For theses/dissertations with facsimile signatures, the Graduate Studies Office will insert a disclaimer in the front-matter of each manuscript. The disclaimer will say that facsimile signatures were used in lieu of original signatures due to social distancing and the temporary suspension of face-to-face defenses because of the CoVID-19 pandemic. the Graduate Studies Office will keep copies of the email approvals from each committee member as part of a student’s permanent student record showing successful completion of the thesis/dissertation.



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FORMATTING

- There are **no changes currently to the formatting process** between the Graduate Studies Office and the student. Greg Wypiszynski in the Graduate Studies Office does the formatting with each student via email, sharing digital document files, and through telephone conversations.

PRINTING & BINDING MANUSCRIPTS

- Currently **on-campus printing services** (Copy This!!) are not available. Additionally, the third-party **bindery Graduate Studies uses to get manuscripts bound** is closed until at least May 4. It is possible that there will be further delays from the bindery after May 4. The Graduate Studies Office will share any updates about this status as soon as they are known.
- Given that it's uncertain when printing and binding services will resume, we'll continue to **explore other options**. As soon as these are known, Graduate Studies will share this information with students, graduate program coordinators, and thesis/dissertation faculty to resume printing and binding of manuscripts.