

Final Draft Distribution Form

College of William and Mary
School of Marine Science/Virginia Institute of Marine Science

NOTIFICATION TO THE ASSOCIATE DEAN OF ACADEMIC STUDIES
OF APPROVAL & DISTRIBUTION OF FINAL DRAFT
OF STUDENT'S RESEARCH DOCUMENT
PRIOR TO THE DEFENSE DATE

SMS POLICY REMINDERS:

- (1) **The student's Major and/or Co-Major Advisor** must review and approve **the final draft of the student's thesis or dissertation before it is distributed to other members of the student's advisory committee.**
- (2) **The FINAL DRAFT of the thesis or dissertation must be submitted to all of the student's advisory committee members a minimum of thirty (30) days prior to the date of the seminar and defense.**

ADVISOR APPROVAL

I have completed a review of the final draft of the (thesis) (dissertation) of

_____, and give approval for its distribution today,
(NAME OF STUDENT)

_____, to the other members of his/her advisory
(Month/Day/Year of Distribution to Committee)

committee.

MAJOR PROFESSOR: _____

CO-ADVISOR: _____

TO THE STUDENT: Please return completed form to the SMS Graduate Registrar, Watermen's 253.

Prior to announcing a student's seminar and defense, the Graduate Registrar must have this notification on file to verify compliance with the 30-day policy.

If known at this time, please indicate the tentative date of your seminar/defense: _____
Day/Date/Month/Year

Two weeks prior to the events, please provide by email to Fonda Powell , fonda@vims.edu , or Sue Presson, snpres@vims.edu, the information needed for a College-wide announcement of both the seminar and the defense: **(1) Day/Date/Time & Location (2) Names of Advisory Committee Members, and (3) Title of your research.**