Thesis/Dissertation Completion Lifecycle

Turning in a thesis: From start to finish

*In this document "thesis" refers to both theses and dissertations

Student successfully defends thesis by deadline

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Student makes any edits to content requested by committee and formats according to library format

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Committee approves content by signing the **Signature and Agreement** form

Faculty Chair approves format and content by signing the **Approval of Format** form

NOTE: This cycle can take several weeks if the document goes through multiple edit cycles. Plan accordingly with your time. The document must be fully approved electronically and then the hard copy submitted for you to be eligible to graduate.

Student Electronically submits thesis through proquest to the graduate school

The Graduate School Checks formatting: Are there errors?

Yes

Student corrects errors

No

Student meets with the Graduate School to submit final hard copy documents

At this meeting students bring:
1. At least 1 copy of the approved pdf document for library archives (up to 10 additional personal copies)
2. Payment for binding $15.00 per copy to include the one for archives
3. Approval of format form
4. Signature and Agreement Form