

Graduate Studies

Thesis Checklist

Committee selection.

- Three members. At least two from within the major department.
- Dean's appointment. The dean of the major college formally appoints the committee.

Proposal.

- Written research proposal presented to committee members for review.
- Approval of a Thesis Proposal* signed by committee members.
- Submit signed *Approval* form to Director of Graduate Studies.

Research.

- Register for the thesis research course in the major department.

Thesis.

- Thesis Policy and Guidelines* and all departmental requirements have been followed regarding format (margins, font, style manual, etc.), included pages and their order, paper weight, etc.

Final Exam.

- Chair schedules a meeting for defense of thesis. Present will be committee and Director of Graduate Studies (or representative), and will be open.
- Thesis is successfully defended.
- All corrections are made and submitted to the committee for approval. The deadline is in the University calendar as "Final date to submit a thesis for approval."
- Final Examination Report* for a Thesis is signed by committee and dean.
- Thesis signature page is signed by committee members and Dean.

Submission of Thesis.

- Submit approved thesis in final form to the Director of Graduate Studies for signature. The deadline is in the University calendar as “Final date for filing an approved thesis.”
- Copy completed thesis for binding. A minimum of 4 copies must be submitted, although students are encouraged to submit 5 copies in order to place a copy in the library stacks for general circulation. In either case, one copy is for the student. Additional personal copies may be submitted.
- Place each copy in a separate manila envelope with the title along with author’s name and contact information on the outside of each envelope.
- Copies are taken to the Director of the Library for binding. An account will be opened with the bindery in the name of the student.
- Complete agreement indicating whether or not permission is given to Library to circulate the thesis.
- If work is to be copyrighted, complete and submit registration application.
- Receive and pay invoice received from the bindery. Payment will be made directly to the bindery.
- When the bound thesis is received by the Library, the student will be notified.