Process for Thesis and Dissertation Completion

2. Learn and adhere to Thesis and Dissertations Deadlines that can be found in the Thesis and Dissertation Guide. These deadlines are firm.
3. Turn in thesis/dissertation to the chair of your committee and committee members in enough time to ensure that your committee chair can submit your document to the department by the deadline specified in the Thesis and Dissertation Deadlines.
4. Upon approval of the thesis or dissertation, print the transmittal form on 20 lb. 100% watermarked cotton paper and obtain signatures from your committee chair and committee members, before submitting your document to the Department Chair by the due date.
5. The Department Chair will read your document and may recommend additional corrections that must be completed and approved before the due date for submission to the School Dean. The Department Chair must sign the transmittal form before submission of your document to the School Dean.
6. The Department Chair must submit the document to the School Dean by the due date. The School Dean will read your document and may recommend additional corrections that must be completed and approved before the due date for submission to the Graduate Dean. The School Dean must sign the transmittal form before submission of your document to the Graduate Dean.
7. The Graduate Dean will assign your document to a thesis or dissertation reader who will read your document for formatting, grammatical errors, and adherence to specified citation manual requirements and the Thesis and Dissertation Guide. The reader may recommend additional corrections which must be completed before the final review of your document by the Graduate Dean.
8. After the student makes the final corrections (recommended by the reader) and the document is ready for submission to the Graduate Dean, the reader will instruct the student to print two complete copies of their paper on 20 lb. 100% watermarked cotton paper.
9. The Graduate Dean will review the document and may recommend additional corrections that must be completed before the Graduate Dean signs the transmittal form indicating approval of your thesis or dissertation.
10. The Graduate Dean then submits the signed transmittal form and a memorandum to the Registrar’s Office indicating that the student has completed all requirements for the degree.
11. The Registrar then posts the degree on the student’s transcript.

Note: The Thesis and Dissertation Transmittal Form and the Notice to User’s form (required in the preliminary pages of all theses and dissertations) can be found on the Graduate Studies webpage under Thesis and Dissertation forms.