

2006 THESIS SUBMISSION CHECKLIST

1. _____ Students conducting research requiring approval from the Institutional Review Board for Human Research Participants Protection (IRB) must submit the final IRB Progress Report to the Office Research and Sponsored Programs.
2. _____ Thesis is approved by student's Advisory Committee. Thesis/Dissertation Transmittal Form is completed and signed by Advisory Committee Chair.
3. _____ Student admitted to their master's degree program prior to Fall Semester 2004 are to submit one copy of thesis (on regular paper), a signed Transmittal Form, and **three signed copies** of the signature pages on acid-free bond paper to the Department. Students admitted to their master's program in the Fall Semester 2004 or later are required to submit **two signed copies** of the signature page on acid-free bond paper.
4. _____ Department chair reviews the thesis, signs the signature pages, and then forwards the thesis package to the College Dean's Office.
5. _____ The Dean's Office forwards the thesis to the college reader for review. If excessive errors are identified the manuscript will be returned to the student's department.
6. _____ The college reader forwards the edited copy of the thesis to the Office of Graduate Studies for a format check.
7. _____ The Office of Graduate Studies returns edited copy to the Dean's Office.
8. _____ The Dean's Office returns the marked-up original copy of the thesis to the student's academic department (approximately two weeks after initial submission).
9. _____ Department returns edited copy to the student.
10. _____ Student and Advisory Committee Chair review all recommended changes to decide which changes are essential.
11. _____ Student makes changes and submits the revised thesis, along with the original marked-up thesis to the Dean's Office.
12. _____ Dean of the College signs signature pages and forwards revised thesis and edited copy to Office of Graduate Studies for a final quality control check.
13. _____ If no major problems are found, the Dean of Graduate Studies signs signature pages and returns thesis to the student's academic department.

14. _____ Department or student submits copies of thesis with original signature approval pages to Serials Department of the John C. Pace Library. Student admitted to their master's degree program prior to Fall Semester 2004 are to submit three copy of thesis on the required paper. Student admitted to their master's degree program in Fall Semester 2004 or later are to submit one copy of the thesis on required paper, two signature pages, and a **final electronic version** of the thesis on a CD-ROM. Students must check with department to see if a bound copy of the thesis is required.
15. _____ Advisory Committee Chair submits a change of grade form to the Department Chair for processing.
16. _____ Serials staff completes Thesis Binding Form indicating the receipt of the thesis and the number of copies received. The Thesis Binding Form is signed by Serials Department staff and person delivering the thesis.
17. _____ Copy of Thesis Binding Form is sent to student's Department and College Dean's office. This signed form provides final clearance for processing the Grade Change Form for the granting of the degree.