

THESIS SUBMISSION CHECKLIST

1. _____ The thesis is approved by student's Advisory Committee. The Thesis/Dissertation Transmittal Form is completed and signed by Advisory Committee Chair.
2. _____ Students admitted to their master's program in the Fall Semester 2004 or later are required to submit one copy of thesis (on regular paper), a signed Transmittal Form, and **two signed copies** of the signature page on acid-free bond paper to their department. Students admitted to their master's degree program prior to Fall Semester 2004 are to submit **three signed copies** of the signature pages on acid-free bond paper to their department.
3. _____ The department chair reviews the thesis, signs the signature pages (in **black ink**), and then forwards the thesis package to the Office of Graduate Studies for review. If excessive errors are identified by the Office of Graduate Studies, the manuscript will be returned to the student's department.
4. _____ The Office of Graduate Studies returns the marked original of the thesis to the student's academic department.
5. _____ The department returns the marked original to the student.
6. _____ The student and Advisory Committee Chair review all recommended changes.
7. _____ The student makes changes and submits the revised thesis, along with the marked original thesis, to the Office of Graduate Studies.
8. _____ The process is repeated until all changes have been satisfactorily made.
9. _____ If no major problems are found, the Dean of Graduate Studies signs signature pages and returns the approved final thesis to the student's academic department.
10. _____ The student or department submits copies of the approved final thesis with the original signature approval pages to the Serials Department of the John C. Pace Library. Students admitted to their master's degree program in Fall Semester 2004 or later are to submit two copies of the thesis on required paper, two signature pages, and a **final electronic version** of the thesis on a CD-ROM. Do not scan signed signature pages into the electronic version! Use the unsigned signature page instead. Students admitted to their master's degree program prior to Fall Semester 2004 are to submit three copies of the thesis with three signed signature pages on the required paper.

11. _____ Serials staff completes the Thesis Binding Form indicating receipt of the thesis and the number of copies received. The Thesis Binding Form is signed by Serials staff and the person delivering the thesis.
12. _____ A copy of the Thesis Binding Form is sent to the student's department and the Office of Graduate Studies. This signed form provides final clearance for processing the Completion of Thesis/Notice of Final Grade form for the granting of the degree.
13. _____ The Advisory Committee Chair submits a Completion of Thesis/Notice of Final Grade form to the department chair for processing. The department chair then forwards the signed form to the Office of Graduate Studies.
14. _____ 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 of Research and Sponsored Programs.