

Checklist for Master's Thesis Completion

- Give copies of your thesis to your advisory committee at least one week before your defense so they'll have time to review your document.
- Take a typed Form 2 with you to your defense so your committee can sign the form. Forms are available at <http://grad.mst.edu/forms/>.
- After the defense, and after all of the revisions suggested by the committee have been made, bring a copy of your thesis to the Office of Graduate Studies (G8 Norwood Hall) to have the format checked. **Note:** The deadline for submitting your thesis for first format check can be found at <http://grad.mst.edu/forms/>.
- Once all corrections have been made you will be asked to submit the final copy. **Note:** The deadline for submitting the Form 2 and final copy can be found at <http://grad.mst.edu/forms/>.
- As of June 1, 2013, all final thesis copies are submitted electronically. The only exception is if the 'Withhold thesis indefinitely for Department of Defense/Confidentiality/Other Reasons' box is checked on the Form 2. If you are unsure if an indefinite hold will be placed on your thesis, you should contact your advisor.
- The final copy will be submitted via the link found under Submit your Thesis/Dissertation <http://grad.mst.edu/services/formatting/submittingyourthesisordissertation/>. **Note:** Do not submit electronically until the Office of Graduate Studies personnel format checking your thesis tell you to do so.
- If an indefinite hold is being placed on your thesis then a hard paper copy will be required. Indefinite holds must submit a paper copy on white paper with watermark, a minimum of 25% rag or cotton content and at least 16 lb. weight, printed on one side only. Along with the paper copy, you must also submit a PDF of the thesis or dissertation on a CD or non-returnable USB (flash/jump) drive, pages 4 and 5 of the UMI Publishing Agreement Form, a title page and abstract, and a signed license agreement for Scholars' Mine.

**Holds, whether patent or indefinite, will not be sent to ProQuest or made available in the Scholars' Mine until such time as the hold is officially released by the University.