

Checklist for Master's Thesis Completion

- > Apply for graduation for the semester in which you will be meeting completion deadlines. You can do this in Joe'SS, and an instructional video can be found [here](#).
- > Optional: submit your thesis for [technical editing](#) to review grammar, punctuation, capitalization, etc. Technical editing is a free service and is not required for graduation. If you choose to use this service, it must be completed prior to submitting for format checking.
- > Give copies of your thesis to your advisory committee at least one week before your defense so they will have time to review it.
- > Take a typed Form 2 with you to your defense so your committee can sign the form. Forms are available [here](#).
- > Once you have a complete copy of your thesis with no (or minimal) changes expected after defense, please bring a hard copy to the Office of Graduate Studies to have it format checked before the final copy is submitted. Please allow at least two – three weeks to complete the format checking process.
- > Once all corrections have been made and the Form 2 has been submitted, you will be asked to submit the final copy.
- > The process for final submission is reflective of the release information indicated on the Form 7. If you are unsure of the release information for your final dissertation, you should consult with your advisor.
 - > If your thesis is free for release or has a one year hold, the final copy will be submitted via the link found under [Submit your Thesis/Dissertation](#).
 - > If an indefinite hold is being placed on your thesis, a paper copy will be required. You must submit the final copy on white paper with a 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 on a CD or non-returnable USB (flash/jump) drive, pages 4 and 5 of the UMI Publishing Agreement Form, and a signed license agreement for Scholars' Mine.
 - > In either case, do not submit the final copy until the staff person in the Office of Graduate Studies who is format checking your thesis tells you to do so.
- > Final semester deadlines can be found [here](#).

Note: Theses with holds, whether one year or indefinite, will not be sent to ProQuest or made available in Scholars' Mine until the hold is officially released by the University.