

FINAL THESIS SUBMISSION CHECKLIST

- LEFT MARGIN MUST BE 1 ½ INCH
- FINAL CAPSTONE SUBMISSION FORM
- IRB OR IACUC APPROVAL FORMS, AS APPROPRIATE
- LIBRARY ACCESS FORM
- DIGITIZED COPY
- ORIGINAL VERSION

Thesis Deadlines

Students should work with their thesis advisor to set deadlines which allow time for internal requirements (defense, other readers, etc.) and also provide time to meet the School of Graduate Studies requirements below.

For participation in the May Commencement ceremony, **Final** copies of the approved thesis, abstracts, digitized/electronic copy, and signed approval form must be submitted to the School of Graduate Studies by **April 11** in order to have your thesis included in the Commencement Booklet. For participation in the December Commencement, **Final** copies of the approved thesis, abstracts, digitized/electronic copy, and signed approval form must be submitted to the School of Graduate Studies by **November 8**. If deadlines are missed for inclusion in the commencement booklet, students may still submit their thesis until the final examination deadlines for the Fall and Spring semesters. The deadlines for students submitting their thesis in the summer is **August 15**. The School of Graduate Studies must review and approve your thesis. You will be notified in writing, usually within two weeks, that your thesis has been accepted. If any changes are required, you will be informed of the actions you must take before final approval.