

## HOW TO SUBMIT A THESIS to Graduate Studies

**Students who plan to go the thesis route should be enrolled in GR 699 the semester they plan to complete the thesis and oral exams. It is recommended the student work closely with his/her advisor while meeting deadlines and completing the thesis and thesis defense.**

- 1. The entire process begins when the student submits a **Topic Approval Sheet for Thesis or Creative Project**. This document is signed by three committee members who agree to serve as Committee Chair, Second Committee Chair and Third Committee Chair. The Department Chairperson is also required to sign this form. It is important the student submit a brief and tentative description of the proposed thesis when submitting the Topic Approval form. **This form should be completed no later than the semester prior to completing the thesis.****
- 2. The Dean of Graduate Studies will review this form and sign if approved.**
- 3. Students will then begin working closely with the committee chair and advisor to insure all deadlines are being met. **Deadlines are available on the Graduate Studies website.****
- 4. When the thesis is completed the student will defend his/her thesis before the thesis committee. If the student is successful in defending the thesis, the student will then submit the **thesis and acceptance sheet to the Graduate Studies Office. (The deadline for thesis submission to the Graduate Office is posted on the website.)****
- 5. The **thesis should be sent electronically** to [graduateschool@semo.edu](mailto:graduateschool@semo.edu). The **signed acceptance sheet should be hand-delivered to the Graduate Studies Office**. This sheet will be signed by the Dean of Graduate Studies once the thesis meets final approval from the thesis reader.**

6. When sending a thesis electronically, students are asked to send it in a **PDF format**.

7. Once the thesis has been received, the administrative assistant for the Dean of Graduate Studies will forward it to the thesis reader. The thesis reader will check it for context, format and grammar. The Graduate Studies office will return the thesis to the student if corrections are needed. **(Deadlines for submission of final copies of thesis are posted on the Graduate Studies website.)**

8. When the thesis is approved, the student will be contacted and will then be able to upload his/her thesis to **ProQuest**. In addition, the Acceptance Sheet will also need to be uploaded in the correct placement in the paper. (This can be done easily using **ProQuest**.)

If any further questions arise, please feel free to contact the Graduate Studies Office at **651-2062**. You may also contact the administrative assistant at [bhopkins@semo.edu](mailto:bhopkins@semo.edu).