

# Thesis Processing Checklist for Students

The following checklist is a step-by-step student guide to complete the thesis submission.

## 1. Thesis **Proposal** Approval

- ☐ Successfully complete 9 credit hours **as well as GOV 603 Research Methods**
- ☐ Meet with Academic Support Specialist and complete paperwork
- ☐ Read the Thesis Procedures Guidelines
- ☐ Discuss topic with proposed thesis chair
- ☐ Draft the thesis proposal and submit it to the thesis chair with the completed Proposal Packet
- ☐ Academic Support Specialist will contact student when registration has been approved

## 2. Thesis **Final Defense**

- ☐ Work with chair to set date and time for defense
- ☐ Thesis chair communicates thesis changes/notes from the final defense and emails them to you. **(MAKE CORRECTIONS AND RETURN TO CHAIR AS SOON AS POSSIBLE)**
- ☐ If you have changes to make on your thesis, your thesis chair must approve the required changes once you have completed them.
- ☐ Contact Academic Support Specialists to set up proofreading/editing

## 3. Manuscript for Proofreading/Editing – Round 1

- ☐ Complete all final editing and revisions to your thesis, per your committee.
- ☐ Save the document as one MS Word document and include your last name and first name in the file name (ex: Jones, Edward Thesis). Email it to your thesis chair and Academic Support Specialist. Academic Support Specialist emails the document to the proofreader/editor.
- ☐ The proofreader/editor will email the edited document to you with an invoice. (Wait time is usually 4 to 8 weeks depending on the length of your thesis, number of edits and the time of year.)
- ☐ Pay the editor using PayPal. (Directions will be included on the invoice.) You will have 7-10 days to pay your invoice.
- ☐ Accept/reject all edits made through track changes and address any issues noted by your editor.
- ☐ Email the revised document to your editor with all reviewing marks removed for Round 2 editing.

## 4. Manuscript for Proofreading – Round 2

- ☐ The editor will email a second edited manuscript to you with an invoice.
- ☐ Pay the editor using PayPal. You will have 7-10 days to pay your invoice.
- ☐ Make all required revisions to the second manuscript. (Sometimes there is a Round 3).

## 5. Final Manuscript

- ☐ After the last payment has been made, the editor will email a clean, final manuscript to Student Services.
- ☐ The thesis chair approves the final thesis copy once they will fill out the online approval form, add required dates and electronic signatures.
- ☐ The student will need to set up an account through the ProQuest website and submit their thesis, when the thesis is approved by the committee. This should be the final version of the thesis, including the signature page with committee members' names (no actual signatures) and date of approval.
- ☐ Click on the following link to begin submitting the thesis:  
<http://libguides.regent.edu/ETD>
- ☐ The assigned Academic Support Specialist checks the submission and if any errors are found, the student will be notified.

- ☐ **The student is responsible for paying copyright and thesis fees.** The student has the option of purchasing personal copies (duplication and shipping charges will be added).
- ☐ **Due to extreme circumstances,** the student can request an embargo. In such a case the student will need to submit their thesis to copy services for printing and to the library for binding.
- ☐ All fees will be added to the student's account which they can pay for through their Genisys account.
- ☐ A decision letter will then be forwarded to the registrar's office for final processing of the graduation date and semester. **The graduation date is based on when the Registrar receives the Thesis Approval Form.**