

## **Steps and Important Dates for Online Thesis Steps**

As listed in the Thesis Requirements and Guidelines, students completing the thesis option must complete the online thesis steps. These steps/forms are found in GUS in the Graduate System. After logging into GUS, select the Graduate System link from the menu bar on the left side of the screen. Once there, again from the left menu bar, select Candidacy and then click on the red Thesis Steps button on that page. The steps/forms are sequenced so you must complete them in the order listed. If you have not completed the first two online forms by the given deadlines (listed below), you will receive a hold on your records.

Important dates for completing the first two online thesis steps:

Spring/Summer Graduates – must be completed by October 1, the fall before you intend to graduate.

Fall Graduates – must be completed by March 1, the spring before you intend to graduate.

The following information lists and describes the steps that must be completed in the Graduate System:

### Thesis Committee

Enter the title of your thesis and select your thesis committee chair and members from the lists provided, then click on Approve. Once your committee selections are approved by your academic advisor and the Dean of the Graduate School, all committee members listed will receive an email to approve serving on your committee. Please keep in mind that it is the student's responsibility to make sure all approvals have been received.

### Thesis/Research Proposal

Select the statement regarding human research subjects that applies to you and attach your thesis proposal for review. Once all members have agreed to serve on your committee and you have attached your proposal, members will receive another email which allows them access to view and approve the proposal you have attached. Again, keep in mind that it is the student's responsibility to make sure all approvals have been received.

\*It is important to remember that approval for Human Research Subjects (if applicable) MUST be completed prior to starting your research.

### Thesis Review

A rough draft of your thesis must be submitted to the Graduate School for technical review during the semester in which you plan to graduate. Submit your thesis for review electronically through Digital Commons by the date given in the University's academic calendar for "Final day for first draft of thesis and Ed.S project."

### Submission of Thesis for Publication

Submit your final thesis electronically through Digital Commons. Submit a completed copyright agreement and a signed thesis approval sheet to the Graduate and Continuing Studies Office (112 Russ Hall).

### Thesis Binding

To request bound copies of your thesis, bring printed copies of your thesis to the Graduate and Continuing Studies Office (112 Russ Hall) and we will have them sent to be bound for a fee. When the bound copies are returned, your academic department will contact you to let you know your copy(s) are ready, so please make sure you leave your current contact information with your department at the time of graduation.