Thesis and Dissertation Completion Process

STEP ONE – UPON COMPLETION OF DEFENSE

Make all corrections suggested by your committee

Get signatures from all committee members on Signature Page (must be printed on 20lb, 25% cotton fiber paper)

Check the Graduate Studies website Dates and Deadlines link, “Recommended Initial Thesis or Dissertation Submission Date” for your intended semester of graduation.

Review the Common Errors document posted on the Grad Studies website, PRIOR to submitting document for Editor Review and make any necessary corrections to your document. **Failure to completed this step will significantly extend the editing timeline and may result in failure to meet semester completion deadline.**

STEP TWO – SUBMIT FOR EDITOR REVIEW

Submit documents for editing to Graduate Studies (223 Graff Main Hall). Submission must include:

- Completed *Thesis or Dissertation Processing Form*
  - Include payment receipt from Cashiers Office (121 Graff Main Hall):
    - Editing and Processing Fee $47
    - Binding $14.00/copy
    - Postage $5.00/copy (for each bound copy mailed off-campus)
    - International Postage $15.00 (for each bound copy mailed internationally)
  
  *Please Note: If you are facing significant economic hardship, please email the Graduate Studies Director to request a waiver of these fees*

- Signed copies of your Signature Page, printed on 20 lb, 25% cotton fiber paper

- For documents formatted following the instruction for a target journal for publication, the following items must also be included:
  - Journal-specific instructions to authors
  - At least one reprint of a recent article from the journal

- Electronic copy of thesis or dissertation in Word document form
  - Email to gradstudies@uwlav.edu

- Please note: **Even if the thesis was written following guidelines of a target journal, the UWL Thesis and Dissertation Guidelines must be followed for the title page, signature page, acknowledgments, table of contents, list of tables, list of figures, and appendices.**
**STEP THREE - EDITOR REVIEW**

Editor reviews documents
- Editor evaluates document for adherence to formatting guidelines. This is not a review of punctuation, grammar, or content. The student is responsible for following formatting guidelines and reviewing document for mistakes before initial submission to the editor
  - Editor contacts the student via email regarding necessary revisions.
  - Student makes revisions/resubmits using a shared OneDrive folder.

*Please note, the revision/resubmission process may be repeated multiple times until all necessary corrections are completed.*

When editor approves final version, they notify the Graduate Studies Office.

**STEP FOUR – GRADUATE STUDIES DIRECTOR REVIEW**

Graduate Studies Director grants final approval/notification
- Director reviews the document and upon approval, signs the signature page.
- Graduate Studies notifies student, student's advisor, and college office of final thesis or dissertation approval via email.
- Graduate Studies forwards complete PDF of thesis or dissertation with addition of signed signature page to student and Murphy Library.

**STEP FIVE – DOCUMENT BINDING**

Student makes copies of thesis or dissertation for binding.
- One copy of each thesis or dissertation is required to be bound for Murphy Library. Additional copies may be ordered to meet department requirements or for personal use.
  - Murphy Library Copy - must be printed on 20 lb, 25% cotton fiber paper
  - Paper type for additional copies may be chosen at student/program discretion

Package document/s for binding
- Document pages should be double checked for inclusion and proper sequencing.
- Confirm inclusion of completed signature page for each binding request.
- Place each copy in separate 10x13 manila envelope (or nearest fit)
- Tape a completed *Bindery Label* to front of each envelope.

Submit documents for binding
- Bring prepared envelopes with attached *Bindery Labels* to Graduate Studies (223 Graff Main Hall)

Sit back and relax!
- The binding company picks up orders quarterly and returns bound copies in approximately 6-8 weeks. Graduate Studies will distribute bound copies as requested by student.