STEP ONE – UPON COMPLETION OF THESIS DEFENSE

Make suggested corrections

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

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

STEP TWO – THESIS EDITOR REVIEW

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

- Completed Thesis Processing Form
  - Include payment receipt from Cashiers Office (121 Graff Main Hall).
  - Document Processing Fees
    - Thesis 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

- Copy of thesis
  - Regular printing paper may be used for this draft (with the exception of the signature page which must be printed on 20 lb, 25% cotton fiber paper).

- For documents formatted outside of University Thesis Guidelines (i.e. 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
  - *Please note: Even if the thesis was written following guidelines of a target journal, the UWL thesis formatting guidelines must be followed for the title page, signature page, acknowledgments, table of contents, list of tables, list of figures, and appendices.

Thesis 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.
  - *Please note, the revision/resubmission process may be repeated multiple times until all necessary corrections are completed.
Thesis Editor approves of final version and forwards to Graduate Studies Director for approval.
  o Editor provides notification of acceptance to Graduate Studies Director and student.

Electronic submission of document
  o Student emails a PDF (electronic copy) of final draft of thesis to Graduate Studies (gradstudies@uwlb.edu)

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

Request change of grade
  o Student confirms with thesis chair that a Change of Grade Form has been completed and processed by the academic department chairperson and the Dean’s Office

***STEP THREE – DOCUMENT BINDING***

Pick up final document from Graduate Studies after receiving final approval letter.

Make copies of thesis for binding.
  o One copy of each thesis 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
  o Document pages should be double checked for inclusion and proper sequencing.
  o Confirm inclusion of completed signature page for each binding request.
  o Place each copy in separate 10x13 manila envelope
  o Tape a completed Bindery Label to front of each envelope.

Submit documents for Binding
  o Bring prepared envelopes with attached Bindery Labels to Graduate Studies (223 Graff Main Hall)

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