

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
Theses and Dissertation Process Checklist

1. **Student selects a topic and assembles a committee.**
Complete and send Appointment of Thesis/Dissertation Committee Form to the Dean's office.
2. **Pass comprehensive exams.**
(This needs to be completed by the deadline on the CHSS webpage. Some students might complete the comprehensive exams after the proposal defense.) **Send form to the Dean's office.**
3. **Determine appropriate style manual.**
4. **Secure approval for human subjects** if necessary (before proposal defense).
5. **Submit draft of proposal to thesis/dissertation committee.**
Defend proposal. Send Proposal/Prospectus Defense Form to Dean's office.
6. **Work with Director on thesis/dissertation.**
7. **Submit draft to thesis/dissertation committee.**
8. **Take draft to Graduate Studies for approval of basic style and format.**
9. **Take draft to Library for approval of basic style and format** (6 weeks prior to graduation).
10. **Defend thesis/dissertation.**
Send Thesis/Dissertation Defense Form to Dean's office.
(This must occur before thesis will be accepted for signatures.)
11. **Make corrections and return to Director.**
12. **Secure signatures of Thesis/Dissertation Committee on approval page** (on bonded paper) **and signature of the Thesis/Dissertation Director on the Route Sheet.**
13. **Take thesis, signed approval page** (on bonded paper), **and route sheet to Dean's office.**
(Director signature should be on the Route Sheet and approval page.)
14. **Make recommended changes and return corrected copy to Dean's office for signature.**
15. **Take final copy of thesis/dissertation, approval sheet, and Route Sheet to Graduate Studies for final approval.**
Make any changes necessary and return the corrected copy to the Graduate Studies.
16. **Take final copy** (on bonded paper), **approval sheet** (on bonded paper), **extra abstract** (on bonded paper) **and Route Sheet to the Library for signature.**
17. **Make any changes requested.**
Return final copy plus all extra copies, approval sheet, extra abstract, and Route Sheet to the Library for final signature.
18. **Take signed Route Sheet to the Registrar.**