

THESIS SUBMISSION AND FORMAL REVIEW

When your thesis meets all minimal submission requirements (formatting, proofing, and signatures of all committee members) to the best of your ability, you are ready to submit it for formal review by the University Thesis/Dissertation Reader, who verifies that each thesis and dissertation meets all formal and procedural requirements established by the departments and the University.

THE REVIEW PROCESS

At the time of submission, the student provides the following materials: *One electronic copy* of the thesis in Word (.doc or .docx), sent to thesisdisshelpdesk@fullerton.edu; *Thesis/Dissertation Verification Form* signed by all members of their committee with the embargo choice completed by the student's committee chair, submitted by hand to the Office of Graduate Studies (MH-112).

Please note: Upon emailing the paper to the Office of Graduate studies the content is considered to be "locked," meaning that no *content* changes may be made. This does not include small things like typos, but I cannot allow things like additional explanation, research, new discussion, etc. When it gets to me your paper should be finished. The Review Process is *not* an opportunity to extend your content deadline.

The thesis is then officially processed by the Graduate Studies Office, and the University Thesis/Dissertation Reader notified that the thesis is ready for formal review.

The University Thesis/Dissertation Reader reviews it (and all dissertations and theses) in the order in which it was submitted—no exceptions—to verify adherence to the guidelines listed in this manual.

After the review, the student is notified if (a) any general corrections are needed or (b) that all university regulations have been met. If corrections are needed, the student will make said corrections and resubmit the paper directly to ecossaboom@fullerton.edu. This process continues until all university regulations have been met, at which point the student is sent the final PDF for approval.

Upon student approval, the University Thesis/Dissertation Reader uploads the approved thesis PDF to the student's ProQuest account, sends it to ProQuest, and notifies the student that all thesis requirements have been met.

ProQuest notifies the Graduate Studies Office that the student has officially submitted the thesis and paid the appropriate fees, sends the bound thesis to library, and sends any other bound copies directly to the student.

A Few Words of Caution

Once you approve your final PDF, you may *not* withdraw the thesis.

Once you submit your thesis, you may *not* add/remove/change content.

Once you submit your thesis, please do *not* make changes to it without first speaking to me. This is to that we only ever have one version of the paper at a time.

SUMMARY OF THE REVIEW PROCESS

1. Student submits all thesis materials to the Office of Graduate Studies, MH-112.
2. Office of Graduate Studies processes the student's account and notifies University Thesis/Dissertation Reader.
3. University Thesis/Dissertation Reader reviews the thesis, contacts student with an itemized list of formatting corrections, if any; student makes revisions.
4. Revision process continues until a final PDF is approved.
5. University Thesis/Dissertation Reader uploads final PDF to student's ProQuest account.
6. Student is notified that all thesis requirements are completed.
7. ProQuest handles the publication of thesis and sends bound copies to library/student.