THESIS ADMINISTRATION FLOW CHART

NSAM

- Student seeks in the term prior to registering for thesis, their thesis Chair.
- By end of term, student submits signed chair form to Graduate Director
- Student registers for thesis 3 or 6 credits

Chair Forms

- Graduate Director submits form to Program coordinator and CC the Department Chair
- Dept Chair signs, cordinator scans and saves to M drive

Thesis term

- Student registers for 1 term or a second consecutive term to complete thesis
- Student works on thesis with advisors
- Defense notice goes out
- Student defends before term ends
- Maximun time in program 5 years

Successful defense

- Student completes all re-writes as per the defense committe.
- Students submits completed re-write thesis to Thesis Chair
- Thesis chair gives final approval of completion and ensure signature page is complete

Unsuccessful defense

- Student needs to register for second and final thesis term
- Student works on thesis with advisors
- Student defends before term ends
- **If successful, go back to step 4.**

Conferral

- Following format review, Thesis Director submits file to turnitin
- Thesis Director sends final pdf of thesis to cordinator.
- Next step, email is sent to student.
- Student applies for degree, uploads pdf of thesis to ProQuest
- Program cordinator confirms pdf and ProQuest for conferral - Dept Chair confers student