



# Graduate Education Thesis & Dissertation Writing Workshop

Spring 2023

Maribeth Price, Dean of Graduate Education

Part II: Finishing your thesis or dissertation

# The Office of Graduate Education




- C 2201

- Maribeth Price
  - Dean of Graduate Education
- Rachel Howard
  - Admissions, applications, assistantships
- Leslie Hill
  - Student progress, POS processing, degree audits, thesis/dissertation processing



# Steps

You're getting close!

- 
- Define a topic area and establish committee
  - Review the literature
  - Develop and refine research question
  - Develop and refine methods
  - Collect and analyze data
  - Write up the results
  - Get approval of document from advisor
  - Get approval from committee
  - Defend
  - Final revisions and submission

Process is not as  
linear as it appears!

# Manuscript preparation

- Two style options
  - Traditional Thesis/Dissertation
  - Compilation of Journal Articles

# Thesis/Dissertation styles

Use one or the other. No hybrid styles are allowed!

## Traditional style

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- **Introduction**
- **Theory and/or Literature Search**
- **Methods**
- **Results**
- **Conclusions**
- Bibliography,
- Appendices,
- Vita.

## Journal style

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- **Introduction** *to the full body of work represented by the articles*
- **One or more journal articles,**
- **Conclusions** *including a summary of conclusions from the articles and implications from the work as a whole*
- Bibliography *of all references,*
- Appendices *(include documentation for permission to reproduce published articles),*
- Vita.

Chapter titles and organization are flexible to accommodate differences in disciplines, but these components should be present and recognizable.

# Previously published material



- What if I published a paper before it is included in my thesis/dissertation?
  - Publishers usually assert copyright ownership of papers they publish.
  - Most readily give permission for the paper to be reprinted in a thesis/dissertation, but it takes time.
  - Documentation of permission must be included in the first appendix of your thesis/dissertation
- Applies to accepted or published papers, not submitted ones



# Thesis/Dissertation Writing Manual

- Updated annually
- Use the current version!
  - Do not copy from old thesis/dissertation
  - Do not use an online source
- LaTeX template available
- Separate title page template



Table of Contents	
1	Introduction .....
1.1	Division of responsibilities for preparing a thesis or dissertation .....
1.2	Writing and defense procedures .....
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2.1	Required components .....
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3	Guidelines on Use of Multi-author and Copyrighted Content .....
3.1	Multi-author content .....
3.2	Works anticipated for publication .....
3.3	Use of works previously published by others .....
3.4	Entire works previously published by the thesis/dissertation author .....
3.5	Works previously published by the thesis/dissertation author as co-author .....
4	Copyrighting Theses or Dissertations .....
4.1	Ownership .....
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4.3	Other Information on the States Copyright .....

# Thesis/Dissertation Format Checklist

## Thesis/Dissertation Format Checklist

### Global formatting requirements

#### Page layout

- ☐ Pages are standard letter size (8.5 by 11 inches) in portrait orientation
- ☐ All pages are one-sided
- ☐ The body text is double-spaced
- ☐ Paragraphs are indented

#### Margins

- ☐ 1.5-inch margin on the left, including the title page
- ☐ 1-inch margins on the top, bottom, and right
- ☐ Landscape and double-size pages have the same margins as portrait pages

#### Fonts

- ☐ Body text font is in 12-pt. Times New Roman or similar serif font
- ☐ The same body text font is consistently used throughout
- ☐ Figure/table captions are distinctive from the body text but at least 10 pt.
- ☐ No text is smaller than 10 pt.
- ☐ Headings clearly indicate the hierarchy

#### Page numbers

- ☐ Numbers appear in the upper right corner, 3/4" from the top and right side.
- ☐ The title page and copyright page are not numbered
- ☐ The front matter (starts with Abstract) is numbered using lower-case Roman numerals (i, ii, iii...)
- ☐ The rest (starting with Chapter 1) is continuously numbered with Arabic numerals (1, 2, 3...)

### Figures and tables

#### Table/figure layout

- ☐ Centered on portrait pages with caption immediately above (tables) or below (figures)
- ☐ Landscape pages are numbered as if they were portrait pages



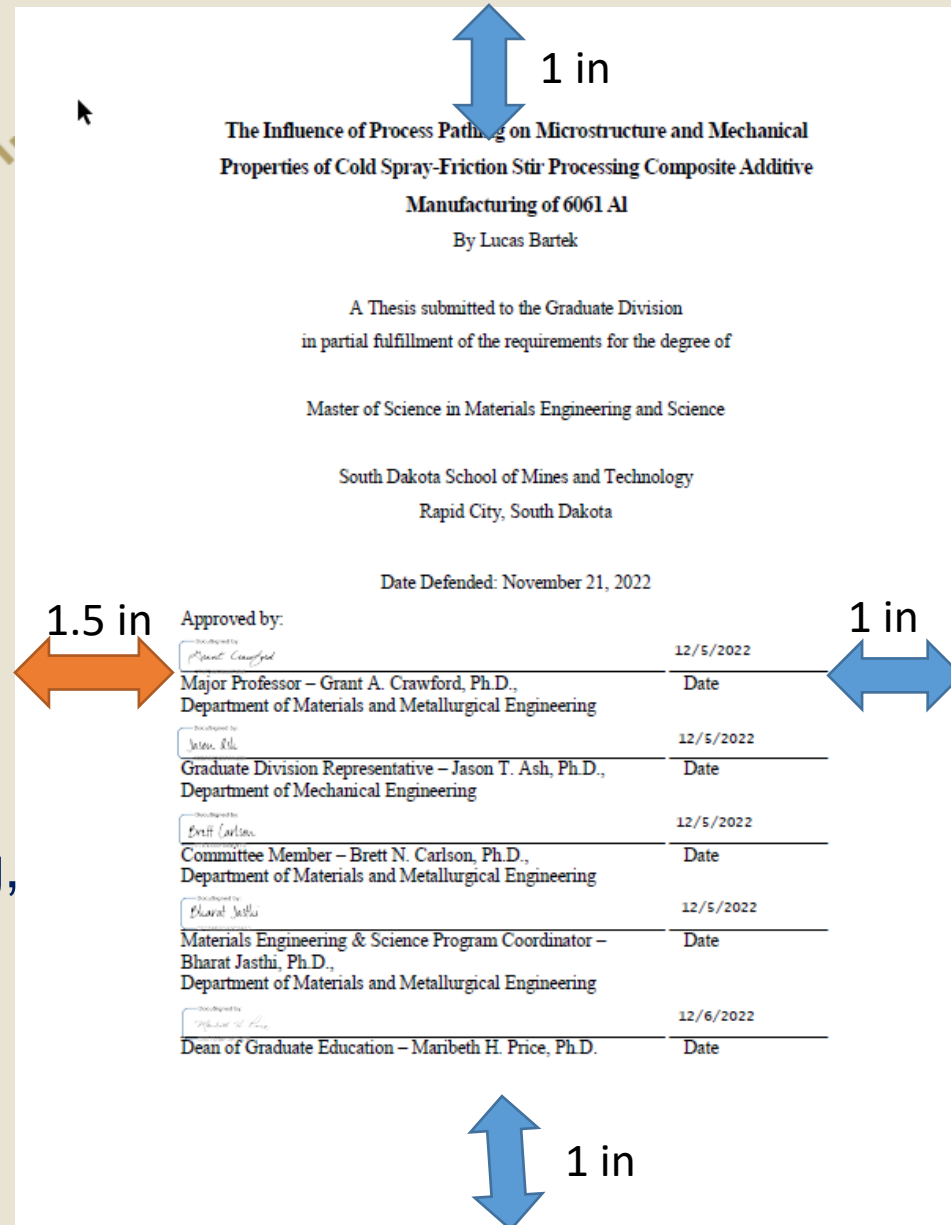
# Most common format errors



- Title page margins are incorrect
  - (use the template on the forms page!)
- Page number font doesn't match text font.
- Figures or tables list has long captions instead of short titles.
- Journal-style chapter abstracts are missing or not listed in Contents.
- Landscape page numbers incorrectly oriented.






# The Title Page

- Separate Word document
- Use the template on the Forms web site
  - One for MS
  - One for PhD (room for more signatures)
- Font needs to match thesis
- Add more signature lines if needed but must be one page!
- Triple-check spelling, formatting, etc.
- Check writing manual for unusual situations—like your department head is also a committee member



The template shows a thesis title page with the following structure and dimensions:

- Title:** The Influence of Process Pathing on Microstructure and Mechanical Properties of Cold Spray-Friction Stir Processing Composite Additive Manufacturing of 6061 Al (1 in height)
- Author:** By Lucas Bartek
- Submission Info:** A Thesis submitted to the Graduate Division in partial fulfillment of the requirements for the degree of Master of Science in Materials Engineering and Science
- Institution:** South Dakota School of Mines and Technology, Rapid City, South Dakota
- Date Defended:** November 21, 2022
- Signatures:** A table for approvals with 5 rows. The first row is for the Major Professor (Grant A. Crawford, Ph.D.). The last row is for the Dean of Graduate Education (Maribeth H. Price, Ph.D.). The table has columns for the signature, name, title, and date. The signature column is 1.5 in wide, and the date column is 1 in wide.

Signature	Name	Title	Date
	Grant A. Crawford, Ph.D.	Major Professor – Grant A. Crawford, Ph.D., Department of Materials and Metallurgical Engineering	12/5/2022
	Jason T. Ash, Ph.D.	Graduate Division Representative – Jason T. Ash, Ph.D., Department of Mechanical Engineering	12/5/2022
	Brett N. Carlson, Ph.D.	Committee Member – Brett N. Carlson, Ph.D., Department of Materials and Metallurgical Engineering	12/5/2022
	Bharat Jasthi, Ph.D.	Materials Engineering & Science Program Coordinator – Bharat Jasthi, Ph.D., Department of Materials and Metallurgical Engineering	12/5/2022
	Maribeth H. Price, Ph.D.	Dean of Graduate Education – Maribeth H. Price, Ph.D.	12/6/2022

# Who owns a thesis/dissertation?



- The ownership rights to theses and dissertations created by students is governed by SD [BOR Policy 4:34](#) and the [SD Mines policy IX-2](#).
- Students with questions regarding intellectual property, patents, and inventions are advised to review these policies and contact the SD Mines Office of Research Affairs with questions.

# Copyright



- Students are encouraged to place a copyright notice in every thesis or dissertation.
- The student must, as a condition of a degree award, grant royalty-free permission to the South Dakota Mines to reproduce, use, and publicly distribute copies of the thesis or dissertation.

Copyright © 2017 by Koffee R. Bean  
All Rights Reserved

# Submission and reproduction



- All revisions, edits, and proofreading are done electronically.<sup>1</sup>
- You submit a final PDF copy to ProQuest.
- The Library obtains its electronic copy from your ProQuest submission.
- The Library determines printing and binding costs for its two archival copies and sends you an invoice for payment.

<sup>1</sup> Unless you have a committee member who prefers paper.

<sup>2</sup> For items larger than 11x17", like maps, you must provide enough copies.



# What is ProQuest?



- ProQuest is a document archival and research service
- Makes your work widely available to scholars
- Required for all theses/dissertations
- **Does not cost you anything**
  - Unless you opt for additional services
    - Copyright registration
    - Open Access
    - Ordering copies for yourself or family/friends

# Archival copies

- The Library retains:
  - One unbound manuscript
  - 1 bound copy for circulation
  - 1 cd copy (in PDF format)
- Payment is usually your responsibility
  - Budget \$200-\$300+ depending on
    - document length, number of color pages, and number of copies
  - Sometimes grants will pay the cost
  - Contact the Devereaux Library for a cost estimate
  - Additional bound copies may be required by:
    - Department
    - Major Professor
    - Industrial partners or funding agencies

Office of Graduate Education - South Dakota School of Mines and Technology  
Upload completed form to D2L

**Thesis/Dissertation Library Order Form**

Devereaux Library retains one unbound and one bound archival copy of the document. This form is used to specify whether additional copies are to be ordered for the student, department, or major professor. It must be signed by all parties and submitted to the Devereaux Library. *Departments and major professors are responsible for obtaining their own electronic copies directly from the student, if desired.*

Payment for copies is normally the responsibility of the student, but a South Dakota Mines account number may be provided if funds are available to cover this charge.

Student Name (print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Major Professor (print): \_\_\_\_\_ Dept: \_\_\_\_\_

Student Email address: \_\_\_\_\_  
other than your SDSM&T "mines" mail

Student Mailing Address to ship thesis:  
(If you don't know your future shipping address, provide a cell phone number or other reliable means to contact you for the next 4-6 months.)

It may take 3-4 months for the library to complete the printing and binding. When they are ready, the Devereaux Library will take care of distributing the ordered copies to you, the department and the other recipients.

**LIBRARY COPIES:** 1 unbound copy, 1 bound copy  
☐ (Optional): Please use this account to pay for the library copies:  
 Account Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ # copies: 2 account index: \_\_\_\_\_

**ADDITIONAL BOUND COPIES:**  
 Enter the number of additional bound copies, or 0 if none are desired, and sign. Every line must be signed.  
 Optional: If using an account to pay for copies, enter an index code for which you have signing authority.

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ # copies: \_\_\_\_\_

☐ Major professor, check here if you approve allowing the student to request a 12-month embargo for the purpose of journal publication. This option is available even if the defense was public and the work was not declared Restricted.

Major Professor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ # copies: \_\_\_\_\_ account index: \_\_\_\_\_

Dept Head/Program Coordinator: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ # copies: \_\_\_\_\_ account index: \_\_\_\_\_

**TOTAL COPIES:** \_\_\_\_\_ Bound 1 Unbound

Normally copies are printed from the electronic file submitted. Students may, if they wish, provide copies if they meet Library requirements for paper and printing. Please consult with the Library for specifications before choosing this option.

☐ I plan to bring \_\_\_\_\_ (number) copies to the Library. Signed: \_\_\_\_\_

## The Library Order Form

# Keeping reproduction costs down



- To reduce the library charges:
  - Avoid color except when absolutely necessary
  - Consider providing long tables, computer code, or photo libraries as electronic files instead of printed appendices
- Ordering personal copies (optional)
  - Can be ordered from Library or ProQuest
    - Library is usually cheaper if document is less than 200 pages and contains few color pages.
    - Library can include large items like maps in the binding
    - ProQuest is usually cheaper if document is more than 200 pages or contains many color pages
    - ProQuest has size and hard/soft cover options
    - Grants/departments cannot cover cost of personal copies



# Timelines and Steps

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# Process overview

- Schedule target defense date with committee
- Major professor approves document
- Committee approves document
- Schedule defense with Grad Office
- Defend
- Revise document as committee requires
- Committee signs title page to approve revisions
- Dean reviews the abstract and does a proofreading check
- You make final corrections
- You upload the final digital file(s) and pay for printing/binding





# Spring 2023 Timeline

Task	Due date/ <u>deadline</u>
Give draft to your major professor for review and approval	March 8
Give draft to your committee for review and approval to defend, and to the Grad Office for the format check	March 22
Turn in your Defense Scheduling and Approval form with your committee's signatures	<u>April 6</u>
Defend Defenses may not be held November 23 to December 14	<u>April 13</u>
Complete requested revisions from committee and submit to Grad Office for the Final Review	April 27
Upload documents to ProQuest, pay for reproduction, and submit Checkout Sheet	<u>May 5</u>

# Tips on Committee Scheduling

- Contact your committee early in your final semester to check their availability.
- Set a target date weeks ahead of time, even if your document is not done yet
- Be mindful of holidays and term start/end dates
- Don't overload your committee with members
- **Deadlines are minimums! Try to allow extra time.**

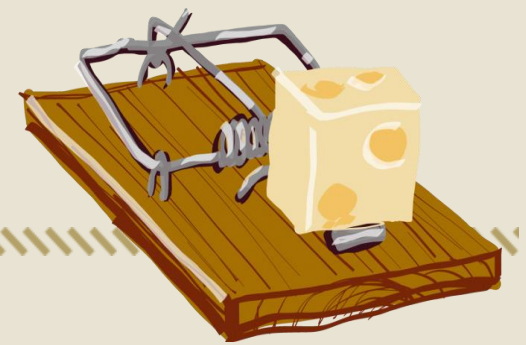


# Getting approvals



- Allow two weeks for reviewers to do their work
- Your draft should be as good as you can make it
  - It MUST be complete. No missing chapters, abstracts, references, etc.
  - Review Grad Office formatting requirements
  - Proofread and edit; get help if you need it
- Major professor must approve it before you send to the committee/Grad Office
- Committee must approve it as defensible before you can formally schedule the defense with the Grad Office
  - Check preferred review format for each member (paper, Word, PDF)

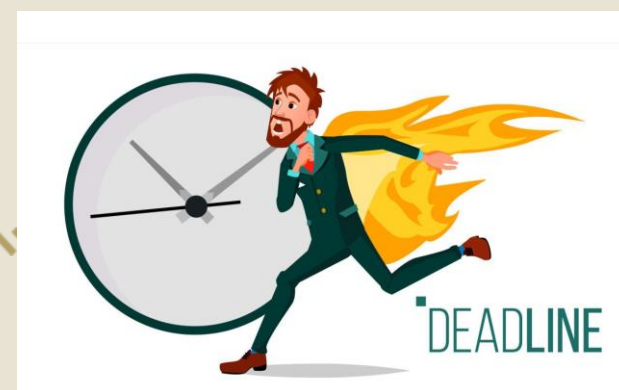
# Avoid the trap



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

- Typically 1/3 of students who apply to graduate do not finish in the same semester.
  - Writing not finished in time
  - More substantial revisions than anticipated
- **Allow 8-10 weeks from final draft to completion**
  - Fall: give to major prof by mid-October
  - Spring: give to major prof by spring break
- Committees should NOT permit the defense to go forward unless the document is complete and the work sound

# Be smart...and realistic



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

- If you do not meet the deadlines, you must pay for for at least 2 credits the next semester.
- **Allow enough time**
  - A first draft is rarely ready for the committee. Plan extra time if your major professor has not already reviewed substantial portions of your work.
  - The committee is **NOT** obligated to perform high-speed reviews because you are pushing the deadlines.
  - The committee should **NEVER** agree to review or hold a defense with a partial document!!

***Hope is not a strategy***



# Grad Office format check

- This review is a courtesy to find formatting errors you might have missed
- It ensures the title page is ready and free of errors
- It is NOT instructions on how to format—those are already provided to you
- Check your own document carefully using the format checklist BEFORE submitting

## Global formatting requirements

### Page layout

- ☐ Pages are standard letter size (8.5 by 11 inch)
- ☐ All pages are one-sided
- ☐ The body text is double-spaced
- ☐ Paragraphs are indented

### Margins

- ☐ 1.5-inch margin on the left, including the title
- ☐ 1-inch margins on the top, bottom, and right
- ☐ Landscape and double-size pages have the same margins

### Fonts

- ☐ Body text font is in 12-pt. Times New Roman
- ☐ The same body text font is consistently used
- ☐ Figure/table captions are distinctive from the body text
- ☐ No text is smaller than 10 pt.
- ☐ Headings clearly indicate the hierarchy

### Page numbers

- ☐ Numbers appear in the upper right corner, centered
- ☐ The title page and copyright page are not numbered
- ☐ The front matter (starts with Abstract) is numbered
- ☐ The rest (starting with Chapter 1) is continuous

## Figures and tables

### Table/figure layout

- ☐ Centered on portrait pages with caption centered

# Scheduling the defense

## Defense Approval and Scheduling Form

*Dear Student:* Select a date/time when your committee members can attend and reserve the room for your defense. (Your department/program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period between the defense deadline and the last day of finals.
- This form must be completed and received in the Office of Graduate Education (C 2201) **NO LESS THAN FIVE WORKING DAYS** before the scheduled time of the defense.

Print Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Program \_\_\_\_\_ ☐ MS thesis defense ☐ PhD dissertation defense

Time (include am/pm) \_\_\_\_\_ on \_\_\_\_\_ Day of week \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Room \_\_\_\_\_ of the \_\_\_\_\_ Building \_\_\_\_\_

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAF or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. ☐ Yes ☐ No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)		
This <input type="checkbox"/> is <input type="checkbox"/> is not a restricted thesis/dissertation. Release date if restricted: _____		
Signature of designated official _____ (Print Name) _____ Date _____		

### Committee approvals:

I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

Major Professor Signature _____	(Print Name) _____	Date _____
Graduate Representative Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____

Form is due to the Grad Office at least 5 business days prior to defense!

# Declaring a restricted thesis

- A thesis is a public document unless declared otherwise.
- Allow extra time if you need to meet with Research Affairs and get their approval for the restriction.

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAF or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. ☐ Yes ☐ No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

## Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This ☐ is ☐ is not a restricted thesis/dissertation.

Release date if restricted:





Signature of designated official

(Print Name)

Date

# Embargo for journal publication



- You may delay release of the document for up to 12 months for the purpose of journal publication
- Does not require a restricted thesis declaration
- DOES require your advisor's approval on the Library Order Form
- Specify the delay when submitting to ProQuest
- Don't use this option unless you really are planning to publish the paper(s).

# Committee approvals

- Committee must have time to review the document and declare it defensible before you can schedule.

I request to defend on  
the date specified above: Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee approvals:

**I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English.** *(You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)*

Major Professor Signature _____	(Print Name) _____	Date _____
Graduate Representative Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____
Committee Member Signature _____	(Print Name) _____	Date _____

committee signatures  
should match program  
of study



# Defend

- The defense is the final exam of your degree
- Typically a 30-60 minute presentation, open to the public,
- Followed by an oral examination by your committee in private
- A defense report is sent to the Grad Office by your Grad Div Rep.



# How your defense is evaluated

**Part I.** The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the candidate ☐ **has** ☐ **has not** demonstrated competence in the discipline.

Checking "has not" requires that the candidate must repeat the oral examination in addition to any revisions indicated in Part II.

**Part II.** In addition, the undersigned have reviewed the thesis or dissertation and determined that (select one)

☐ **The work is accepted with minor corrections and requires no further committee review.**

10%

*If this option is checked, the committee can immediately sign the title page to indicate acceptance of the document, with the understanding that the student will complete any minor style and grammatical corrections indicated by the committee before the document is submitted to the Graduate Office for final checkout.*

☐ **The work is accepted with revisions that require review by the committee.**

70% of defenses

*The revisions may affect the grammar, style, format, structure, or organization of the work but do not fundamentally alter the data collected, the interpretation of the results, or the conclusions. They may include addressing frequent issues with grammar or style, re-writing or expanding existing sections, creating new tables/figures, or revising existing tables/figures. The committee believes that the revisions could reasonably be completed within 3 weeks of full-time effort. After revisions are completed, committee members sign the thesis or dissertation title/signature page as certification that the revisions have been done to their satisfaction.*

☐ **The work requires substantial revisions and all or part of the defense must be repeated.**

20%

*Substantial revisions fundamentally alter the organization, structure, data, methods, interpretation, or conclusions of the work, or involve extensive revisions expected to take more than 3 weeks of full-time effort. They include adding new chapters or long sections, collecting additional data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The committee has the latitude to determine the length and format of the re-defense appropriate to the type and scope of the revisions, from a simple committee meeting to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.*

If a re-examination and/or a re-defense is required, what is the anticipated date? \_\_\_\_\_

# Post-defense steps

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- Complete revisions and get committee to approve the final document
  - Grad Office will obtain title page signatures from your committee with DocuSign
- Upload the document for a final review by the dean
- Make any last corrections and submit the PDF to ProQuest
- Submit Library Order Form and pay for copies
- Complete Graduate Student Checkout Sheet

Be sure to return keys and schedule a lab walkthrough before you leave campus. You can do these early.

# Thesis/dissertation approval

- Committee signatures on the title page indicates **approval** and **acceptance** of the final copy
- The Grad Office will collect the signatures in DocuSign
- Grad Office will email when you are cleared to upload your document for a final review by the Dean.
- The Dean signs when the final review is passed.
  - The Grad Office will send you the completed title page to include with your upload to the Library

DocuSign Envelope ID: 45B94182-ACD9-43AF-86B6-6ECA734F6C81

## HYDROLOGIC AND ECOLOGICAL DROUGHT IN A SEMI-ARID REGION OF THE NORTHERN GREAT PLAINS, USA

by  
Charles Jason Tinant

A dissertation submitted to the Graduate Division  
in partial fulfillment of the requirements for the degree of

Doctor of Philosophy in Civil & Environmental Engineering

South Dakota School of Mines and Technology  
Rapid City, South Dakota

Date Defended: July 7, 2020

Approved by:

*Scott J. Kenner*

7/24/2020 | 11:28:08 AM MDT

Major Professor – Scott J. Kenner, Ph.D.,  
Department of Civil and Environmental Engineering

Date

*Foster Sawyer*

7/24/2020 | 11:44:06 AM MDT

Graduate Division Representative – J. Foster Sawyer, Ph.D.,  
Department of Geology and Geological Engineering

Date

*Suzette R. Burckhard*

7/24/2020 | 10:45:44 AM PDT

Committee Member – Suzette R. Burckhard, Ph.D.,  
Department of Civil and Environmental Engineering,  
South Dakota State University

Date

*Kyle A. Candle*

8/7/2020 | 11:21:45 AM MDT

Committee Member – Kyle A. Candle, Ph.D.,  
Department of Mathematics

Date

*Peter Nelson*

8/13/2020 | 3:27:44 AM PDT

Committee Member – Peter R. Nelson, Ph.D.,  
Department of Biological Sciences and Environmental Studies,  
University of Maine

Date

*James J. Stone*

8/13/2020 | 5:54:41 AM MDT

Department Head – James J. Stone, Ph.D.,  
Department of Civil and Environmental Engineering

Date

*Manbeth H. Price*

9/7/2020 | 10:10:06 AM MDT

Dean of Graduate Education – Manbeth H. Price, Ph.D.,

Date

# Final review by the Grad Office



*a*

Proofreading

- Abstract review
  - Full review for content, style, grammar, etc.
- Proofreading check
  - 2-3 randomly selected pages will be proofread
  - Document will be returned for corrections if more than 4-6 errors are found in the check
  - Correct the **entire document** and resubmit
  - If the check is failed a second time (different random pages), you will need your advisor's consent for final submission



# Checkout

- Certifies that
- Your project is complete
- You have met your responsibilities to ensure proper disposal of hazardous materials
- You have returned your keys OR signed a volunteer form
- You can start checkout while waiting for committee approval or final review

## Check Out Sheet for On-Campus Graduate Students

Your major professor must first complete Section A. Additional sections should be completed as dictated by the entries in Section A.2. Deliver to the Graduate Office after all required signatures are completed.

Print Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Degree Program: \_\_\_\_\_ Semester of completion: \_\_\_\_\_

### Section A: To be completed by the student's major professor/advisor

- Degree research/project completion: Please check one:  
☐ Student is a non-thesis student and has no project to complete  
☐ Student is a non-thesis student and has completed the final project requirements  
☐ Student completed a thesis/dissertation; OK to change NP grades to S
- Student is remaining enrolled to complete another degree: ☐ Yes ☐ No  
 If No, please check all that apply:  
☐ Student has been issued keys (Section B must be completed)  
☐ Student has been using laboratory facilities (Section C must be completed)  
☐ Neither of these items applies

List labs: \_\_\_\_\_

Signature

Signature of Major Professor

Print name

Date

### Section B: To be completed by the Facilities and Risk Management Office or Human Resources

- ☐ The Facilities and Risk Management Office (Facilities Building) certifies that this student has returned any building and room keys issued to him/her
- OR
- ☐ Human Resources certifies that this student has submitted a Volunteer Work Agreement for continued access to campus buildings, rooms, or labs. <https://www.sdsmt.edu/campus-services/human-resources/docs/volunteer-work-agreement/>

Signature

Signature of certifying official

Print name

Date

### Section C: To be completed by the Campus Environmental Health and Safety Manager

Student: To get this section completed, you will need to arrange an appointment for a lab walk-through by emailing [Margaret.Smallbrook@sdsmt.edu](mailto:Margaret.Smallbrook@sdsmt.edu). The sooner you make this appointment, the better.

The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.

Signature

Signature of certifying official

Print name

Date

### Reminders for the Student

- ☐ I have completed the Placement/Post Graduation survey: <https://www.surveymonkey.com/r/WM7WB7V>.  
☐ *PhD students only:* I have completed the Survey of Earned Doctorates for the National Science Foundation. <https://sed-ncses.org>

# D2L will lead you

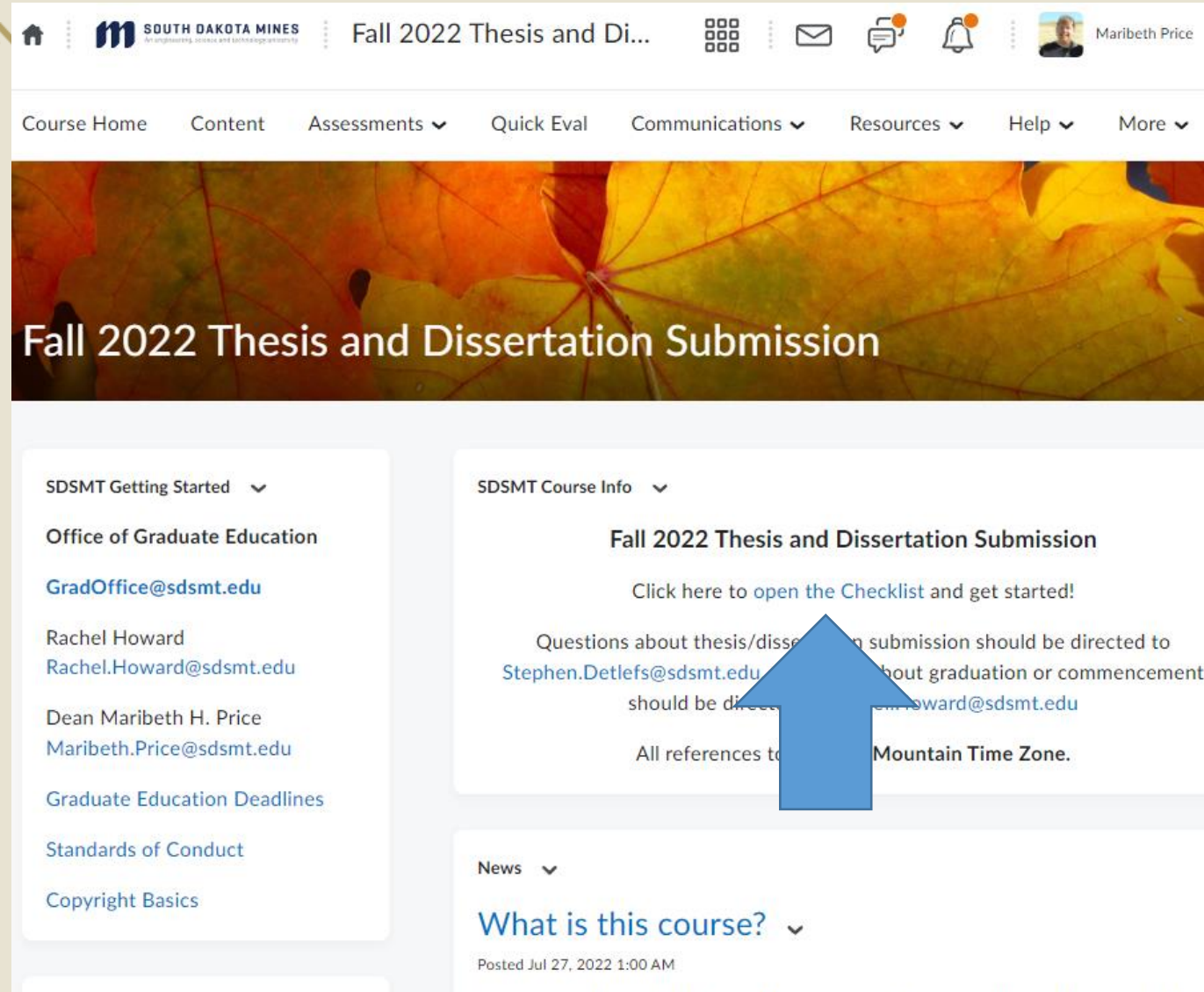


D2L will lead you through the entire process using a

**Checklist.**

Document and form submissions will be collected in D2L dropboxes.

You should see this course appear in D2L by the 3<sup>rd</sup> week of your final semester—contact Grad Ed if you don't.



The screenshot shows the D2L course interface for 'Fall 2022 Thesis and Dissertation Submission'. The top navigation bar includes links for Course Home, Content, Assessments, Quick Eval, Communications, Resources, Help, and More. A user profile for Maribeth Price is visible in the top right. The main content area features a large banner with the course title. Below the banner, there are two columns of links. The left column includes 'SDSMT Getting Started', 'Office of Graduate Education', 'GradOffice@sdsmt.edu', 'Rachel Howard', 'Rachel.Howard@sdsmt.edu', 'Dean Maribeth H. Price', 'Maribeth.Price@sdsmt.edu', 'Graduate Education Deadlines', 'Standards of Conduct', and 'Copyright Basics'. The right column includes 'SDSMT Course Info', 'Fall 2022 Thesis and Dissertation Submission', 'Click here to open the Checklist and get started!', 'Questions about thesis/dissertation submission should be directed to Stephen.Detlefs@sdsmt.edu', 'Questions about graduation or commencement should be directed to maribeth.price@sdsmt.edu', 'All references to Mountain Time Zone.', and 'What is this course?'. A large blue arrow points to the 'Click here to open the Checklist and get started!' link.



# D2L checklist sample

These steps describe what you need to do to schedule and hold your defense.

- ☐ Submit your document to the committee

Due at 4:30 PM on Tuesday, November 2, 2021

Due dates

Your committee must review your document to determine if it is complete and defensible (appears to be a sound technical and well-written document). Your major professor will let you know when you are approved to submit it to your committee. Follow their instructions as to how they would like to receive it. Allow two weeks for the committee to complete its review.

- ☐ Submit your document for a format check by the Graduate Office

Due at 4:30 PM on Tuesday, November 2, 2021

Submit your document as a Word (preferred) or PDF document to the Grad Office for a format check. You should have already used the [Thesis/Dissertation Format Check](#) to make sure the document is correctly formatted, but we will ensure that you didn't miss anything.

Links to forms

Open the [Format Check Submission](#) dropbox and upload your document carefully.

Dropbox links

- ☐ Prepare and upload your title page

Due at 4:30 PM on Tuesday, November 2, 2021

# Submitting items to the Grad Office

- Submissions are made in Dropbox folders
- Each folder has detailed instructions
- Some folders are not visible until you have completed previous steps
- Each submission is graded with a rubric so you can see where you are
- **D2L is NOT used to submit to your major professor or committee--you must do that on your own**

<input type="checkbox"/>	Format Check Submission	▼	🔑	🔗
<input type="checkbox"/>	Title Page Submission	▼	🔑	
<input type="checkbox"/>	Defense Scheduling Form Submission	▼	🔑	
<input type="checkbox"/>	Final Review Submission	▼	🔗	🔑
<input type="checkbox"/>	ProQuest and Library Submission	▼	🔗	🔑
<input type="checkbox"/>	Checkout Sheet Submission	▼	🔗	🔑


**Title Page Rubric**

Criteria	Completed	Signed by committee	Sent to committee	Ready to use	Needs revision	Criteria Score
Title Page Progress	10 points All title page signatures are completed.	8 points Title page has been signed by the committee and the program head.	6 points Title page has been sent to the committee for signatures.	5 points Title page is free from errors and ready to use.	3 points Title page is not yet free of errors and ready to use.	/ 10

- You can use the Grades page in D2L to keep track of how you are doing.
- When you reach 60/60, you are done!

Course Home Content Assessments Communications

## Grades

 Add to ePortfolio

Grade Item	Points
Format Check	0 / 10
Title Page	0 / 10
Defense Scheduling	0 / 10
Summer Defense Petiti	0 / 10
Final Review	0 / 10
ProQuest Submission	0 / 10
Checkout Sheet	0 / 10

Grades  
Quizzes  
Dropbox  
Self Assessments  
Attendance  
Surveys  
Checklist  
Class Progress  
Video Assignment

Do you understand the difference between **deadlines** and **due dates**?

# Graduate Education Deadlines

## Graduate Education Deadlines for thesis MS and PhD students

Official Graduate Office Deadlines for the 2022-2023 Academic Year

Steps (with recommended completion dates) and Deadlines (must be completed on time)	Fall 2022	Spring 2023	Summer 2023 <sup>1</sup>
Earn your Admission to Candidacy for PhD	One year before defense date		
Apply for graduation	9/1/2022	1/18/2023	1/18/2023
Submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)	11/1/2022	3/22/2023	6/17/2023
<b>Last day to submit defense scheduling form <sup>2,3</sup></b>	<b>11/15/2022</b>	<b>4/6/2023<sup>3</sup></b>	<b>6/30/2023</b>
<b>Last day to hold defense <sup>4</sup></b>	<b>11/22/2022</b>	<b>4/13/2023</b>	<b>7/7/2023</b>
Defense blackout period (no defenses may be held)	11/23-12/14/2022	4/14-5/5/2023	7/8-7/28/2023
Submit electronic thesis/dissertation to D2L for Dean's final review and signature	12/5/2022	4/27/2023	7/20/2023
Submit digital thesis/dissertation to ProQuest for final processing and payment for printing/binding	12/9/2022	5/2/2023	7/24/2023
<b>Last day to submit <i>Checkout Sheet for Graduate Students</i> <sup>5</sup></b>	<b>12/14/2022</b>	<b>5/5/2023</b>	<b>7/28/2023</b>

# Graduation eligibility



- Defenses may not be held between the defense deadline and the end of finals week
- If you miss the defense deadline, you will NOT be eligible to graduate that semester. No exceptions.
- All revisions and final checkout should be completed by the last day of finals, or you may be required to register for another semester.





# Finishing in the summer

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- Not recommended because
  - Faculty are not on contract and may be unwilling
  - Faculty are often busy or traveling
  - Getting reviews and signatures is extra challenging
  - Summer deadlines come quickly!
    - Last day to defend comes in early July
    - Last day to submit final copy is mid-July
- A petition is required to defend in summer
  - Helps you avoid unnecessary expense
  - Helps ensure your success
  - Submit by April 7, the spring defense scheduling deadline



# Graduation and Commencement

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Smile, you earned it!



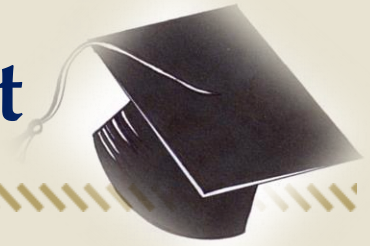


# Commencement policy



- Graduation and commencement are different things
- Graduation
  - You complete all requirements by the deadline
  - Degree is awarded in the semester of completion
  - You must remain registered until graduation
- Commencement
  - You walk and are listed in the program
  - May occur in a different semester than graduation
  - MS summer grads may petition to walk in May or may walk the next December
  - PhD students **MUST** defend successfully by the deadline to walk and be hooded

# To participate in commencement



- You must pass the defense before the defense deadline to participate in commencement
  - Substantial revisions category may not participate
- Summer **MS** graduates may walk in spring IF they have an approved summer defense petition
  - PhD candidates do not have this option



Your family and friends should not purchase airline tickets to attend graduation until you are **SURE** that you will be done. If they already bought tickets, make sure you **GET DONE**.

# PhD hooding ceremony

- Hooding is performed by major professor and the Graduate Dean
- Hooding practice at the Civic Center the day before commencement



# Questions?

## ACADEMICS

Home > Academics > Graduate Education

- Academics
- Academic Calendar
- Academic Catalog Online
- Academic Departments
- Academic Streaming Video
- All Degrees
- Cocurricular Programs
- Department Advisory Boards
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- Events and Outreach
- Exams and Testing
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## Graduate Education

- Academic Programs
- Academic Catalog
- Admissions
- Admitted Students
- Current Students
- FAQ
- Forms
- Funding
- Online Programs
- Policies
- Tuition and Costs

## Graduate Education



Workshop slides and videos are here

Writing manual and forms are here

## Contact Us

### Graduate Education Office

South Dakota Mines  
Attention: Graduate Education, Mail stop C2201  
501 East St. Joseph St.  
Rapid City, SD 57701-3995

☎ (605) 355-3468

✉ [Graduate Education](#)

## How to Apply

Contact the program coordinator of the program you are interested in, and then apply online.

GRADUATE ADMISSIONS

**Apply**

GRADUATE ADMISSIONS

**Request Info**