

Spring 2017
Thesis/Dissertation Preparation and Completion Process
Changes Made April 11, 2017

1. Research and write. Refer to the "Thesis and Dissertation Writing Instructions" on the Graduate Education website: <http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/>
2. Schedule your defense. Your thesis/dissertation, once defended, must be approved by your committee. The defense *Examination Scheduling Request* form and the *Grad Ed Deadlines* chart are available on the Grad Ed website "Forms" page. Pay particular attention to the last day possible to submit your document to the Grad Ed Office. Submitting on or before this date will allow enough time to submit the document to the Grad Ed Office to check it over, for you to make any corrections necessary, and then to submit it to the library for final printing and binding. Check early on with your committee members about their availability, not only for your defense, but also for follow-up. This is particularly important during the summer due to faculty workshops, field camps and travel schedules. Email an illustration to the Grad Ed Office to be used in your defense notice. The Grad Ed Office will email the notice to your fellow graduate students and to the SDSM&T campus community.
3. Following your defense, make whatever corrections/revisions your committee requires. Check that your margins and page numbers are correct and that you have included your vita page, which must be referenced in the table of contents.
4. Make sure the title page/signature page lists all committee members, Department Head or Program Coordinator, and Graduate Education Dean. Refer to directions on website as noted above.
5. Contact the Devereaux Library's Coordinator of Library Operations for paper specifications, including directions for oversize pages. If you want an estimate of your duplication costs, contact the Coordinator to set up an appointment. Be prepared to provide details as to the number of pages, number that are color, if oversized maps or CD pockets are required, etc. Best if you make an appointment to meet with the Coordinator to discuss all details ahead of time and then again when you are ready to submit your document. Contact: library@sdsmt.edu
6. Print your title page/signature page on the same archival quality paper stock that you will be using for your final document.
7. Obtain all signatures on the title page (printed on archival paper as referenced above) except the Graduate Education Dean's signature. This title page serves as written confirmation by your committee members that they approve your final work.
8. Scan the signed title page with all signatures except the Dean's and include it with your electronic copy (in Word or PDF) of your T/D.
9. The Graduate Office is piloting a new way to process thesis/dissertation (T/D) handling through the final steps by creating a D2L course titled Thesis/Dissertation Final Submission. You have been enrolled in this course automatically and should see it the next time you log into D2L. This is not a regular course; you don't get credit, and you don't have to pay anything. The main goal is to make it easier to ship those large T/D files around as we go through the review process. It will also save you from having to print a proofreading copy.
10. Log into D2L. Submit the T/D document (a single PDF or Word file) including the signed title page to the "Proofreading" Dropbox folder in D2L. If you are unfamiliar with D2L, stop by the Grad Office and we will be glad to walk you through it.
11. We will notify you with an email when the proofreading is complete. You will be able to download the marked file and your abstract (the abstract will have been read separately by the Dean as well as by the proofreader), from the same Dropbox folder.
12. Make the proofreading corrections to create your final document. Log in to D2L and upload the final document to the "Final" Dropbox folder.
13. Print your final, corrected document on archival paper. Take the document, including the signed title page, to the Grad Ed Office. The Dean will then review the thesis/dissertation and sign the title/signature page, if warranted.
14. You will be notified to come to the Grad Ed Office to pick up your document once the Dean has reviewed and signed it.
15. Complete the Thesis/Dissertation Order Sheet that was given to you by your committee at the time of your defense. Obtain required signatures. Take to the Devereaux Library the signed order sheet, check-out sheet, final thesis/dissertation (with title page), and required number of CDs. The CDs must contain a PDF of all supplemental elements of the thesis/dissertation in addition to the original files. Pay for the printing and binding and make sure that you obtain the required library staff signature on the check-out sheet.
16. Return the signed library check-out sheet to the Grad Ed Office. This is an important step to insure your diploma is released.
17. The library arranges for theses/dissertations to go the bindery three times a year. When yours has been printed and bound, the Devereaux Library will take care of distributing all copies.