

Thesis/Dissertation Completion Instructions Fall 2020-Spring 2021

Defenses may be conducted in Zoom or in a physical room so long as social distancing guidelines are followed. Note that room availability may be limited. All forms need to be completed and signed electronically.

The forms listed in this document may be found at: <http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/>

Getting ready to defend

□ 1	<p>Advance preparation:</p> <ul style="list-style-type: none"> □ - Research and write. Refer to the <i>Thesis and Dissertation Writing Manual</i> and the <i>Thesis and Dissertation Format Checklist</i> for content and formatting. □ - Review the <i>Graduate Education Deadlines</i> chart well in advance. Allow 8-10 weeks to complete the defense process once the thesis/dissertation (T/D) is written. □ - Pay particular attention to the last day possible to defend. Check early on with your committee members about their availability, not only for your defense, but also for post-defense corrections. This is particularly important during the summer. □ - The Devereaux Library will print and bind your T/D; you will not need to provide a printed copy or a CD. Contact them for preliminary cost estimates (library@sdsmt.edu).
□ 2	<p>Submit your T/D to your major professor for review:</p> <ul style="list-style-type: none"> □ He or she will verify when the T/D is ready to go to your committee. □ At this time, also discuss whether the T/D will require certification from Research Affairs as a restricted T/D, so that you can arrange for the approval needed on the <i>Defense Approval and Scheduling</i> form with time to spare.
□ 3	<p>When your major professor approves the document:</p> <ul style="list-style-type: none"> □ - Submit your document to the committee for review. In order to schedule your defense, each committee member will need to sign the Defense Approval and Scheduling form to verify that the document is defensible. □ - Submit your document to D2L for the format check. Log into D2L and find the course titled “Thesis/Dissertation.” Submit a Word (preferred) or PDF document in the “Thesis/Dissertation Format Check Submission” folder. Include a copy of the unsigned title page, using the current approved <i>Thesis/Dissertation Title Page</i> template. The Grad Office will do a preliminary formatting check and email you about any issues with the title page or document. <ul style="list-style-type: none"> ○ Note: This course is for Grad Office review only; we do not forward the document to your major professor or committee for you.
□ 4	<p>When your committee approves the document:</p> <ul style="list-style-type: none"> □ - Schedule your defense using the <i>Defense Approval and Scheduling Form</i>, which must be signed by your entire committee. Submit the signed form to the Grad Office at least 5 days before your defense. Email the abstract and, if applicable, the Zoom meeting link to the Grad Ed Office for your defense notice. The Grad Office will send a notice to the SD Mines campus community. □ - Ask your committee if they have any revisions or notes from their reviews, which you can start working on prior to the defense. If so, complete the revisions and provide a new draft to the committee a day or two prior to the defense. □ - Review the <i>Checkout Sheet for Graduate Students</i> and the <i>Thesis/Dissertation Library Order Form</i> so you are familiar with what they require.
□ 5	<p>Defend.</p> <ul style="list-style-type: none"> □ - Your committee will give you a list of corrections to be made to your document. Students should anticipate that up to several weeks might be needed to complete these corrections before the final document is approved for production.

Continued on next page: Post defense steps

Thesis/Dissertation Completion Instructions, continued

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Defense follow-up and final steps

□ 6	<p>Following your defense:</p> <ul style="list-style-type: none"> □ - Complete all corrections/revisions required by your committee. □ - Check the final formatting using the <i>Thesis and Dissertation Format Checklist</i>. □ - Proofread the document!
□ 7	<p>After your committee has approved your corrections:</p> <ul style="list-style-type: none"> □ - Your major professor will inform the Grad Office that your committee will approve the document. The Grad Office will then use the format check document to prepare a DocuSign form and circulate it to the committee for approval signatures on the title page. □ - While waiting for the title page signatures, begin gathering digital signatures on the <i>Checkout Sheet for Graduate Students</i> and the <i>Thesis/Dissertation Library Order Form</i> or the <i>Restricted Thesis/Dissertation Library Order Form</i>. □ - Once the committee title page signatures are obtained, the Grad Office will alert you that you may submit your document for the Final Review. Log into D2L and submit the T/D document to the “Thesis/Dissertation Final Review Submission” Dropbox folder. The Dean will review/edit your abstract and perform a proofreading check on 2-3 random pages. To pass, you must average fewer than 2 errors per page.
□ 8	<p>After the Dean has reviewed your document:</p> <ul style="list-style-type: none"> □ - We will notify you by email when the Dean’s review is complete. □ - Download the marked file from the same Dropbox folder. Make any revisions needed. □ <i>If you did not pass the proofreading check, you will have to correct the entire document and resubmit it to the same Dropbox folder. If it does not pass the second time, you must have your advisor’s approval to continue the checkout process.</i>
□ 9	<p>After receiving final approval from the Grad Office:</p> <ul style="list-style-type: none"> □ - The Grad Office will notify you when the Dean has approved your document and will email you the title page PDF with the Dean’s signature. □ - Log into D2L and upload these items to the “Library Submission Dropbox” <ul style="list-style-type: none"> □ - the title page PDF with all signatures. □ - the final thesis/dissertation document as a PDF □ - the completed and signed <i>Thesis/Dissertation Library Order Form</i> □ - (optional) supporting files such as map PDFs, data spreadsheets, software code, etc.
□ 10	<p>After uploading your files</p> <ul style="list-style-type: none"> □ - The Library will check your files and email you an invoice for printing and binding. Contact the Cashier’s office for instructions on making your payment. □ - Obtain all required digital signatures on the <i>Checkout Sheet for Graduate Students</i> □ - Ask your advisor/department whether they want electronic copies and provide them.
□ 11	<p>Final step! Email the <i>Checkout Sheet for Graduate Students</i> to the Grad Office with all required digital signatures. This is an important step to ensure that your diploma is released. Diplomas are mailed 10-12 weeks after the end of the semester. The diploma will be mailed to the address listed in your graduation application; please let the Graduate Office know if that address has changed.</p>

You’re done! Congratulations!