

Thesis/Dissertation Completion Instructions

The forms listed in this document may be found at:

<http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/>

Getting ready to defend

<input type="checkbox"/>	1	Research and write. Refer to the <i>Thesis and Dissertation Writing Manual</i> and the <i>Thesis and Dissertation Checklist</i> for content and formatting.
<input type="checkbox"/>	2	Review the <i>Schedule and Procedures for Defense</i> and the current year <i>Graduate Education Deadlines</i> well in advance. Be sure to allow about 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 submit your final document to the Grad Ed Office. 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.
<input type="checkbox"/>	3	Contact Devereaux Library's Coordinator of Library Operations for cost estimates for printing and binding (library@sdsmt.edu). The appropriate archival paper is available at the Mines bookstore. If purchasing from elsewhere, contact the library for paper specifications.
<input type="checkbox"/>	4	Submit your T/D to your major professor for review. 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.
<input type="checkbox"/>	5	The Graduate Office handles thesis/dissertation (T/D) submissions in a D2L course titled Thesis/Dissertation Final Submission. You are enrolled in this course automatically during your final semester and should see it when you log into D2L. Please note that this course is for Grad Office review only; we do not forward the document to your major professor or committee for you. If you are unfamiliar with D2L, visit or contact the Grad Office and we will be glad to walk you through it.
<input type="checkbox"/>	6	Submit your document to the committee for review. (Each committee member will need to sign the Defense Approval and Scheduling form to verify that the document is defensible, in order to schedule your defense.)
<input type="checkbox"/>	7	At the same time you submit the T/D to your committee, log into D2L and submit a 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 page must list all your committee members, Department Head, and Graduate Education Dean. The Grad Office will do a preliminary formatting check and email you and your major professor about any issues with the title page or document.
<input type="checkbox"/>	8	Schedule your defense using the <i>Defense Approval and Scheduling Form</i> , which must be signed by your entire committee. Email an illustration (as a single jpeg or .png file) 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.
<input type="checkbox"/>	9	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.
<input type="checkbox"/>	10	Review the <i>Checkout Sheet for Graduate Students</i> and begin completing requirements and obtaining signatures.
<input type="checkbox"/>	11	Defend.

Continued on next page: Post defense steps

Thesis/Dissertation Completion Instructions, continued

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Defense follow-up and final steps

<input type="checkbox"/>	12	Following your defense, complete all corrections/revisions required by your committee. Check the final content and formatting using the <i>Thesis and Dissertation Checklist</i> .
<input type="checkbox"/>	13	Print your title/signature page on the archival quality paper stock that you will be using for your final document. Also print and fill out the <i>Thesis/Dissertation Order Sheet</i> or the <i>Restricted Thesis/Dissertation Order Sheet</i> on ordinary paper (it is convenient to get these signatures at the same time as your title page.)
<input type="checkbox"/>	14	Obtain all signatures on the title page <u>except</u> the Graduate Dean's signature. (The signed title page serves as confirmation that the committee members approve your final work.) Obtain the signatures on the order sheet at the same time and keep it for later.
<input type="checkbox"/>	15	Scan the signed title page, with all signatures except the Dean's, as a PDF file.
<input type="checkbox"/>	16	Log into D2L and submit the T/D document (as a single PDF file) AND the scanned title page PDF to the "Thesis/Dissertation Proofreading Submission" Dropbox folder.
<input type="checkbox"/>	17	We will notify you by email when the proofreading is complete. Download the marked file and your edited abstract from the same Dropbox folder (the abstract will have been reviewed separately by the Dean). Make your final corrections.
<input type="checkbox"/>	18	Print your final, corrected document on archival paper (the proper kind is available at the bookstore). Take the printed copy, including the signed title page, to the Grad Ed Office. You will be notified to come to the Grad Ed Office to pick up your document once the Dean has reviewed and signed it.
<input type="checkbox"/>	19	Log in to D2L and upload the final PDF document file with title page to the "Thesis/Dissertation Final Copy" Dropbox folder.
<input type="checkbox"/>	20	Take to the Devereaux Library the signed <i>Thesis/Dissertation Order Sheet</i> (or <i>Restricted Thesis/Dissertation Order Sheet</i>), the <i>Checkout Sheet for Graduate Students</i> , the final T/D (with title page), and the required number of CDs. The CDs must contain a PDF of all supplemental elements of the T/D 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 checkout sheet.
<input type="checkbox"/>	21	Gather all required signatures and return the <i>Checkout Sheet for Graduate Students</i> to the Grad Ed Office. This is an important step to insure that your diploma is released.
FYI		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. Diplomas are mailed separately 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.

You're done! Congratulations!