



Student

ID#

CHECKLIST FOR AU THESIS/DISSERTATION COMPLETION

To be completed by student.

SEMESTER OF PROPOSAL

- Register for thesis/dissertation hours according to recommendations of advisor/department.
- Attend a dissertation/thesis formatting workshop sponsored by your school/college and university library (these occur in both Fall and Spring semesters).
- Have project title and proposal defended and/or approved by department/committee.
- After proposal/approval, a *Graduate Academic Action Form* should be generated in your department and sent to the Dean's office for approval.
- If your research involves observing, surveying, interviewing or experimenting on human or animal subjects, consult your department/school representative to the University Institutional Review Board (IRB) for guidance.

BETWEEN PROPOSAL AND DEFENSE

- As you are writing the thesis/dissertation, send letters for copyright permission to necessary copyright owners (See *Guide to the Preparation of Theses and Dissertations* for details).
- Insure your thesis/dissertation conforms to the formatting guidelines set forth in the *AU Guide to the Preparation of Theses and Dissertations*.

SEMESTER OF DEFENSE

- Apply for graduation prior to or early in the semester you wish to defend your thesis/dissertation. The deadline for application to graduate is published in the *AU Schedule of Classes*.
- After your defense, make all editorial changes your advisor and committee suggest.
- Submit a draft of the thesis/dissertation in completed form to the Dean's office for review (this does not need to be on acid-free, cotton-rag paper). Deadlines for submission to the Dean's Office are published in the *AU Schedule of Classes* for each semester.
 - At this time you should receive the *Bell & Howell Thesis/Dissertation Agreement Form* (required for all theses/dissertations) and the *Survey of Earned Doctorates* (only for dissertations).*
- After making all formatting corrections, obtain the *Thesis/Dissertation Completion Form* from your department.
- Obtain advisor and committee signatures on the final version of the title page (acid-free, cotton-rag paper). These signatures should be made with a ball-point pen in **black** ink.
- Check with your department/advisor to make sure all grades from previous semesters (e.g., thesis/dissertation research hours that have grades of IP) and the current semester have been submitted.
- Submit final version of the thesis/dissertation to the Dean's office on acid-free, cotton-rag paper. The Dean will sign your title page(s) and the *Thesis/Dissertation Completion Form*.
- Take the *Thesis/Dissertation Completion Form* to Student Accounts (300 Asbury Building) to pay the thesis/dissertation microfilm fee (\$25 for theses, \$35 for dissertations). The cashier will stamp your Form. At this time, also ensure that your account is clear of all outstanding fees (e.g., library or parking fines).
- Proceed to the Registrar's Office (200 Asbury Building) for the required signature on the *Thesis/Dissertation Completion Form*. The Registrar's office will NOT sign your form if you have any outstanding grades from previous semesters.
 - You will also leave the *Survey of Earned Doctorates* with the Registrar's office (all doctoral candidates).

- Take the thesis/dissertation to Archives (3rd floor) in the Library. There you will leave your thesis/dissertation, as well as the *Thesis/Dissertation Completion Form*. Library personnel will sign the *Form* and return the blue 'student' copy to you.
- You will also need to fill out and leave the *Bell & Howell Thesis/Dissertation Agreement Form*.
 - Both sides of the form must be completely filled out and signed.
 - Your degree should be correctly noted. The University awards the following degrees: Ph.D., M.A., M.S. M.F.A., M.B.A., and M.P.A.
 - If you request copyright registration (optional but encouraged):
 - Submit a money order or check, payable to B&H, for \$45. B&H does not accept credit card payment for copyright.
 - If you are having someone else complete this step (i.e., a friend/colleague or departmental representative), ensure your check is not more than 6-months old or about to be.
- Verify thesis/dissertation conforms to AU/UMI formatting guidelines, including:
 - Left margin = 1 1/2", right margin = 1".
 - Type size of 10 or 12 pt. font. No script. Italics only if clear.
 - Unbound, original copy.
 - Acid-free, minimum of 25% cotton-rag paper.
 - 2 copies of title page.
 - Advisor's/committee's names must be typed under signature.
 - 1st copy must be original on acid-free paper and bear the Dean's and Committee's signatures.
 - 2nd copy can be a photocopy on regular paper and may be unsigned.
 - Theses/dissertations over 500 pages should be divided into separate volumes. Each volume must have its own original title page on acid-free, cotton-rag paper, though only the title page of the first volume must bear faculty signatures.
 - A copyright page is required only if the author is requesting copyright registration.
 - 2 copies of the abstract.
 - 1st copy must be original, paginated "ii", on acid-free, cotton-rag paper.
 - 2nd copy should not be numbered and can be on regular paper.
 - The abstract should be correctly formatted, designated as ABSTRACT and include the title and author's name as it appears on the title page.
 - Illustrations/maps with adequate color contrast to be detectable when reproduced in black & white (photocopy if need to check clarity).
 - Any applicable letters requesting permission to use copyrighted materials.
 - If thesis/dissertation contains multi-media components, the media container should describe requirements for use (i.e., specific hardware or software).⁷

***SPECIAL NOTE:** Please insure that your name and thesis/dissertation title is EXACTLY the same on the title page, copyright page, abstract, *Thesis/Dissertation Completion Form*, and *Bell & Howell* form. For example, if your title page has your name as Jane C. Doe, all other forms should also include your middle initial.