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## *Thesis Checklist*

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### **Committee selection**

- Select major professor, and with major professor, select two additional approved Graduate Faculty members
- Register for the thesis research course in the major department

### **Proposal**

- Written research proposal presented to committee members for review
- Approval of a Thesis Proposal* signed by committee members

### **Thesis**

- Thesis and Dissertations Standards* and all departmental requirements followed regarding format (margins, font, style manual, etc.)

### **Final Exam**

- Chair schedules a meeting for defense of thesis. Committee will be present, and the defense will be open to all interested parties.
- Thesis is successfully defended.

- All corrections are made and submitted to the committee for approval. The deadline is in the University calendar as “Final date to submit a thesis for approval.”
- *Final Examination Report* for a Thesis is signed by committee and dean.
- Thesis signature page is signed by committee members and dean.

### **Submission of Thesis**

- Submit approved thesis in pdf form to the Office of Graduate Studies for format review. The deadline is in the University calendar.
- The approved, completed thesis or dissertation must be submitted (uploaded) in electronic form to the UMI ETD administrator site (ProQuest). The procedure is detailed in the *Thesis and Dissertation Standards*.
- Once approved by ProQuest, one archival copy must be submitted to the Office of Graduate Studies in pdf format with completed committee signature page to [graduatestudies@southeastern.edu](mailto:graduatestudies@southeastern.edu). This copy will be uploaded to Southeastern’s digital library.