

Thesis or Directed Project Report Submission

STUDENT ACTION - Delivery of signature page (On or before submission deadline date): Students will use DocuSign to create and deliver an electronic signature page



THESIS OFFICE ACTION - Email sent to student (Within 1 day of signature page being delivered): The email includes information about uploading PDF of manuscript to online database website.

STUDENT ACTION - Upload of PDF manuscript (Within a week of Thesis Office email being sent): **The manuscript must be complete in one PDF and formatted to the best of the student's ability. A payment of \$95 is required at the time of uploading the PDF.**

THESIS OFFICE ACTION -

manuscripts submitted during the end of the Spring semester submission period, the turnaround time can be up to *8 weeks*. Evaluators upload the annotated PDF to the online database website and email the student.

STUDENT ACTION - First correction (Within 2 weeks of receiving email about initial evaluation--flexible deadline): Students are advised, but not required, to set a 2-week turnaround time to make revisions to ensure completing the submission process within the semester deadline. Students download the annotated PDF and, based on the notes in the PDF, make corrections to a version of their manuscript that is easily changed (usually a Microsoft Word document). Then they save the corrected version as a PDF and upload it to the online database website. Students can call or email the Thesis Office at any time with questions.

THESIS OFFICE ACTION -

the email is sent to the student; **(b)** PDF is "cleared pending" minor corrections the email sent to the student will contain a list of 15 or fewer corrections still needed in the PDF; e time that