

Most Common Questions About Thesis/Dissertation

Graduation Application:

- **When should I apply for graduation?**

This deadline is set by the Registrar. The best time to apply for graduation is when you enroll for your graduating semester. An important document to guide you through the final semester process is the Graduation Checklist and Final Semester Deadlines Calendar.

http://gradcollege.okstate.edu/download/pdf/Graduation_Checklist.pdf

- **How do I apply for graduation?**

Step 1. Complete the Graduation Clearance form available online at:

http://gradcollege.okstate.edu/gradcord/Grad_Clear_form.pdf

Step 2. Complete the Diploma Application form available online at:

<http://www.okstate.edu/registrar/Graduation.html>

Contact the Registrar's office at 322 Student Union or 405-744-6876 for more information.

*If you submitted a diploma application for a previous semester, you must cancel that application before beginning step 1.

- **Thesis/Dissertation Chronology:**

Follow the process below:

1. Submit the draft to the Graduate College by the draft deadline.
2. Pick up the draft after the Graduate College has reviewed the document. This usually takes one week to ten days. You will receive an email when the is completed.
3. Defend your research study to your committee.
4. Submit a completed and signed Oral Defense form to the Graduate College in 202 Whitehurst.
5. Make all necessary changes to your thesis/dissertation after the defense has been completed. This can take one to two weeks, depending on the extent of your required corrections.
6. Submit your final copy by the deadline.

Remember, there are semester deadlines which are found on the website:

http://gradcollege.okstate.edu/current_student/calendar.html

- **Is there a deadline for my oral defense?**

Yes. The defense must be successfully completed before the final copy of your thesis/dissertation can be submitted. See Graduate College deadlines on the website calendar. The final defense form must be submitted no later than one week before the final submission deadline. You can access the form at <http://gradcollege.okstate.edu/download/doc/Thesis%20and%20Dissertation%20Defense%20Results.doc>

Draft Copy:

- **Is a template available for me to use?**

Yes. There are thesis and dissertation templates available online at:

<http://gradcollege.okstate.edu/student/thesis/templates.htm>

These templates are format approved and therefore very useful for following the thesis format guidelines.

- **Can I submit my draft electronically?**

Yes, if you use the online template on the above website. All other drafts must be submitted as paper copies. The draft copy should be on plain white paper. OSU thesis bond paper is NOT required. The copy must be submitted in an envelope with your name and CWID # on the outside of the envelope. If you mail your draft, you must include your email address and telephone number with your CWID # inside the envelope.

- **How complete does my draft have to be to submit it to the Graduate College?**

Remember, the draft is your opportunity to get a formal review and recommendations about your style and format. If you don't submit a sample page, it cannot be reviewed. This process is about style and format, not content. Students should submit all preliminary pages, (e.g. Title page, Table of Contents, List of Figures, List of Tables), and enough body of the text to show the format and style. Be sure to submit tables, figures, images, and other data which are presented in the document. The vita and abstract should also be submitted. Remember, this is a draft. You can make changes as needed after this step in the process before submitting the final copy.

- **Where does the Advisor or Committee Chair sign the draft copy before submitting it to the Graduate College?**

Anywhere on the top page of the draft. If you submit it as an email attachment, your adviser must send an email to michael.heppler@okstate.edu giving permission for review of the draft document. The email must include your name.

- **Do I have to bring my corrected draft back to the Graduate College?**

No. The corrected version of your thesis/dissertation the Graduate College receives will be the final copy, which has been approved by your committee. Remember, the draft you submit is checked only for formatting and style consistency. All formatting errors and any content changes required by your committee must be made before the submission of your final copy. However, if you have questions or need clarification, please contact the Graduate College at 744-6368 or michael.heppler@okstate.edu.

Preparing your document:

- **Where should I place the vita and the abstract in the document?**

The vita is placed behind the last numbered page of your document. The formatted abstract is placed behind the vita. Note: The vita and abstract do not have page numbers; therefore, they are not included in the Pages in Study number on the abstract.

- **What completion date should I use on my Title page, Vita, and Abstract?**

The month and year when your official degree is conferred on your transcript, which is the last day of your graduating semester, should be identified as the completion date. Example: May, 2005. It does not matter how early you finished your thesis/dissertation in the semester. Your conferred degree date will be the month and year of the last day of your graduating semester.

- **Should my Vita have a page number?**

No. This page is placed behind the last numbered page of your document.

- **What number do I use for the Pages in Study number on my Abstract?**

The last Arabic numbered page of your document. Do not count the preliminary pages, vita, or abstract in your total page count.

- **Do I have to include the signatures of my committee on the electronic submission?**

No. You will type your committee members' names and the Graduate College Dean's name on the proper lines on the Signature(approval) page and your advisor's name on the Abstract.

- **Do I need to notify anyone if the title of my thesis/dissertation changes between my draft and final copy submission?**

No. The title is not officially documented until after the final online submission.

- **Do I have to add the two blank pages to the front and back of my document if I submit an electronic version?** No.

How to submit your final copy

- **When will I get access and instructions to the online website?**

When you submit the completed and signed Oral Defense form to the Graduate College.

- **How do I convert my Word document into a PDF file?**

You will be given instructions on how to convert your document to a PDF file when you submit your Oral Defense form to the Graduate College office. It is necessary to follow the instructions so your document meets the required specifications. The process is free and very convenient.

- **What am I required to submit on paper?**

You must submit one approval page with original advisory committee signatures on plain white paper. Student Name and ID # must typed at the top of this paper copy, but should not appear on the electronic submission page.

You must submit two abstracts to the Graduate College with original Advisor signatures on OSU thesis bond paper. The format must adhere to the approved OSU guidelines (last page in the online template). The OSU thesis bond paper is available at the OSU Bookstore in the Union.

- **Will I receive a bound paper copy of my thesis/dissertation when I submit through the electronic process?**

No. Electronic submission does not result in hard bound copies. You can produce and bind as many paper copies as you wish on your own. The Graduate College does not send copies for binding, but a list of local binderies is available upon request. You may print and bind your own copies on any paper color and quality you wish.

- **How many times can I submit my Final Copy on the website?**

There is a limited number of resubmissions. The on-line free PDF conversions are limited to five. However, the goal is to prepare your document properly before your first submission so you only have to submit once.

- **If I want to copyright protect my thesis/dissertation, where do I have to put the copyright notice page?**

There are two acceptable places for the copyright page. The preferred location is behind the Title page so the copyright page appears in the online 24 page review. Another option is at the end of the document; this is not the preferred placement because it will not appear in the online review.

- **If I submit an electronic version, do I have to submit a paper version to the Graduate College, also?**

No. The advisor and student should have a discussion about what the student is required to submit to the advisor/department and other committee members for their copies. The student usually is required to submit paper copy or an electronic copy on a CD to their advisor/department and other committee members. This decision rests with the advisor/department.

Paying your submission fees:

- **When do I pay the electronic submission fee?** You will pay the submission fee at the time of submission. The form of payment is with a credit card. This is the last step in the online submission process. The fees are \$55 for theses and \$65 for dissertations.