

TWU Policy on Final Submission of Dissertations and Theses

(Approved by Graduate Council, April 20, 2016)

(Approved by Dr. Robert Neely, Provost, April 28, 2016)

The submission date for dissertations and theses will be moved up one week to allow ample time for the review and quality check of all submissions prior to the graduation date.

Fall	5 weeks prior to graduation
Spring	5 weeks prior to graduation
Summer	4 weeks prior to graduation

The Rollover Deadline will be 2 weeks prior to the submission deadline, and will also be the two week mark for documents to be submitted to department chairs for approval.

Required steps:

- Graduate programs and departments need to adjust their internal deadlines for defenses taking into account the expectation that chairs are to approve theses and dissertations before signing off on them. Committee chair should not sign-off on signature page until all committee edits, corrections and additions have been made as agreed on by the committee.
- Graduate programs need to prepare students to submit a final document that meets professional copyediting and style manual standards on or before the designated deadline date for that semester.
- Committee chairs need to communicate to their students that even if the student has successfully defended and has met the filing deadline, the thesis or dissertation still has to be accepted by the graduate school. If the document does not meet graduate school standards, required formatting and/or copyediting, changes must be made and accepted before the student can graduate.
- Dissertations requiring changes or corrections after being reviewed by the Graduate Reader/Editor must have corrections made one week (5 working days) after returned to student (or prior to the graduation date if shorter) to be allowed to graduate that term. Dissertations with multiple significant errors will be returned to the student prior to completing the review and will be informed that he/she will need to apply to graduate the next semester.