

## **TWU Policy on Final Submission of Dissertations and Theses**

(Approved by Graduate Council, October 20, 2021)

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 the academic component administrator (department chair, director, associate director) or their designee for approval.

By signing off on a student's paper, the respective member is agreeing to have completed the following duties:

Committee chairs are responsible for providing detailed, in depth guidance to their students in the form of disciplinary knowledge, writing and style conventions (grammar, spelling, appropriate style [APA or MLA, etc.]), research methodology requirements, and formatting specifications of dissertations and theses.

Committee members are responsible for reading and reviewing the dissertations and/or theses, and providing disciplinary knowledge, if applicable, as well as supporting the use of appropriate research conventions, checking accuracy of writing conventions/style and formatting specifications of dissertations and/or theses.

Academic component administrators or their designees are responsible for checking that research components are included and that formatting and other graduate school requirements specifications have been met, but rely on the committee chair for approval of disciplinary knowledge.

### **Required steps:**

Graduate programs need to adjust their internal deadlines for defenses taking into account the expectation that academic component administrators are to approve theses and dissertations before signing off on them. The committee chair should not sign-off on the 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.