

For **detailed information, a thesis/dissertation template, and a sample thesis** go to the [USA Graduate Thesis/Dissertation Preparation webpage](#). Follow your department's policies on your thesis/dissertation proposal and defense. Submission **deadlines** are posted at on our thesis/dissertation webpage and the academic calendar.

The following 2 steps should happen at the beginning of your research process:

- ❑ Complete and submit the [Thesis/Dissertation Committee form](#) which is due before starting or registering for your Thesis/Dissertation hours.
- ❑ If your paper involves **human research**, you **must** obtain IRB [approval](#) **PRIOR TO DATA COLLECTION**.

The below steps will happen as you near completion of your thesis or dissertation process:

- ❑ Before you submit your thesis or dissertation to the graduate school, **your defense must be successfully completed, and your committee must approve your paper for submission**. Your paper should be in polished condition and have minimal errors. **Papers received in rough draft condition will be returned to the student, unread, and will not be accepted for review until resubmitted in acceptable condition.**
- ❑ Email your **signature page** to the Graduate School office to check for correct formatting to gradschool@southalabama.edu. **The month/date on your signature page is crucial. It needs to list the month/year of the semester in which you graduate (the semester ends when grades are due to the Registrar's office). This does change for the Summer Term from year to year. Refer to the USA Academic Calendar for the correct information.**
- ❑ The Graduate School office has published a [thesis template](#) showing the required elements on the website. A LaTeX template is available upon request.
- ❑ **1st Submission to the Graduate School:**
 - Refer to our thesis webpage for a [list of the most commonly encountered errors](#). Checking your paper against this list should drastically decrease the amount of edits needed.
 - Submit your **1st submission** via email to gradschool@southalabama.edu
 - Submit your completed and signed [thesis/dissertation submission form](#). This form is required for review of your paper. Meet with your committee chair for completion of this form. This will require your committee chair to use "[Turnitin](#)" to prove your paper and has been found to be satisfactory. If your committee chair does not know the turnitin code/process, have him/her contact the Innovations in Learning Center. You are responsible for getting your committee members and your College Dean to sign this form.
 - Submit your **signed signature page**. You are responsible for getting **all** signatures, except the Graduate School Dean's. Refer to the template online for the correct format.
 - If at all possible, do **NOT** wait until the **deadline** to submit your paper. **Early submission** will allow you more time for any needed revisions.
- ❑ **2nd Submission to the Graduate School:** You may be required to submit your paper again to show needed revisions. Please submit your 2nd and any subsequent drafts **as soon as possible** via email to meet graduation deadlines.
- ❑ You should be **finished** with this process and **cleared** (see below) by the Graduate School office by the posted final thesis/dissertation submission due date for the relevant semester on the academic calendar and Graduate School webpage.
- ❑ **Final Clearance:** The Graduate School office will email a **memo** to you once your paper is **cleared** with **detailed instructions** on the final steps.
- ❑ **Final Submission:**
 - **Upload** your paper to **ProQuest** (directions will be on your clearance memo).
 - **Doctoral** students must also complete a brief Survey of Earned Doctorates (SED) **online survey** (the link will be emailed to you).
 - The Graduate School **no longer requires 4 bound paper copies**. **Check with your department/major professor to see if they will require bound copies**. Sources for bound copies will be listed in the final clearance memo to the student.
- ❑ **Final Approval:** The Graduate School office will send your committee, program, and the Registrar's office a memo indicating you have successfully completed your thesis or dissertation.