



November 30, 2015

An Important Message for the Degree Candidate Garrett Benoit
cc: Dr. Michael Poor

From the Dissertation/Thesis Office, Graduate School, Baylor University

Congratulations! You have submitted the Announcement of Oral Examination for your dissertation or thesis. We have prepared this message to remind you of important dates and processes that you must successfully complete in order to graduate this semester.

Date of oral exam/defense: Wednesday, December 2, 2015

After the oral exam/defense, you have 10 calendar days to complete revisions of your dissertation/thesis to the satisfaction of your committee. The Final Approval Form signed by your dissertation/thesis chair documents that you have completed revisions required by your committee. The final committee-approved draft of your dissertation/thesis, accompanied by the Final Approval Form, is due on Monday, December 14, 2015. Completing this step sooner than 10 days is even better!!]

Please submit the dissertation or thesis, the Copyright and Availability Form, the signed signature page, and any supplementary documents you may have to Baylor University Thesis/Dissertation Submission System at <https://baylor-etd.tdl.org/> per the instructions given there.

At the time of the electronic submission of the dissertation/thesis, deliver to the Graduate School paper copies of:

- the Final Approval Form
- two copies of the signed Signature/Title page
- one copy of the Copyright and Availability Form signed by you and the committee chair
- Final Checklist, initialed to show compliance.

The final copy will be reviewed and either approved or sent back to you with the needed changes. You should make the changes and resubmit within 24 hours. You will be notified of final approval in the BU Thesis/Dissertation Submission System.

Doctoral students will also be instructed to submit to UMI, an **optional step for master's** students. Doctoral students will also complete Survey of Earned Doctorates when requested near the end of the semester.

Please clear all library obligations by one week prior to graduation.

I receive notice of your completion of each of these steps. When all obligations in my office are met, I will then sign the Final Approval Form signifying completion of the dissertation/thesis. Your file is then forwarded to our Records Office. Ms. Sims will audit your records to be sure all forms are in and everything is complete for graduation.

Remember you have accomplished a very admirable task! Our desire in the Graduate School is to help you finish in the most efficient way possible. Thank you for allowing us to celebrate with you.

Sandra B. Harman
Dissertation and Thesis Coordinator