

Dissertation and Thesis Review

STEP 1. RESEARCH CLEARANCES FOR DISSERTATIONS AND THESES

University policy requires that students intending to engage in research involving human or animal subjects, or recombinant DNA, biological or potentially hazardous materials, receive approval of their research procedures before beginning the collection of data.

Detailed information regarding the approval process can be found at the [Research Integrity/Regulatory Compliance](#) website. Remember, the Graduate Division will not accept the Appointment of Thesis Committee Form until the necessary approvals have been obtained.

STEP 2. ESTABLISH FACULTY COMMITTEE & SUBMIT APPOINTMENT OF THESIS/PROJECT COMMITTEE FORM

Doctoral Students

See your program adviser for eligibility requirements and procedures specific to your department. Also, please review the detailed information on chair and committee selection found in the [Dissertation and Thesis Manual](#) (Appendix C) found on Montezuma Publishing's website. For additional questions, please contact the Graduate Division office (SSE 1410, 594-5213).

Masters Students

For detailed information on selecting your chair, committee members, and the appropriate order of the signatures see the [Dissertation and Thesis Manual](#) (Appendix C) found on Montezuma Publishing's website. For additional questions, please contact the Graduate Division office (594-5213).

Forms & Procedures

The Appointment of Thesis/Project Committee Form is only available from the Graduate Division office (SSE 1410, 594-5213). These forms, as well as others related to the Graduate Division, are also available on the [forms](#) section of the Graduate Division website.

STEP 3. SECURE APPROVAL OF TOPIC

Before beginning formal research, you should have approval of the research topic from all members of your faculty committee and, in some cases, the approval of the departmental faculty in general. (For departmental policy, check with your graduate adviser.) If you are conducting research involving human subjects or animal subjects, you are required by federal law and university policy to obtain institutional clearance before beginning such research. See above for further details.

STEP 4. ENROLL IN THESIS 799

You must be enrolled in Thesis 799a or 799b in the semester in which you submit your thesis for review. For detailed information regarding the prerequisites, enrollment, registration information and procedures, and full-time/part-time status see the [Dissertation and Thesis Manual](#) (chapter two). For additional questions, please contact the Graduate Division office.

STEP 5. WRITE, EDIT AND FORMAT THE MANUSCRIPT

Write and Edit: During this part of the process, you will be working closely with your faculty chair. For additional editing assistance, see Montezuma Publishing's website for a list of [Professional Editors](#).

Format: For detailed formatting requirements and instructions, including the tools below, go to the websites indicated.

1. SDSU [Dissertation and Thesis Manual](#) - contains the SDSU formatting rules and regulations.
2. MS Word [templates and instructions](#).
3. Thesis review [deadlines](#).
4. Professional Formatting: Montezuma Publishing offers [professional formatting services](#) here on campus.

Note: Doctoral students should contact their program advisor for procedures

STEP 6. FILE AN APPLICATION FOR GRADUATION

Graduation is not automatic upon the completion of degree requirements. If you do not graduate as expected, you must re-apply for graduation for the subsequent term (or the next term in which you expect to graduate). An Application for Graduation with an Advanced Degree is available:

1. For pick-up at the Graduate Division Office (SSE 1410, 594-5213).
2. In your [Webportal](#) account

The form must be filed with the appropriate fee at the Cashier's Office. For deadline information, please review the Academic Calendar or see the [Graduate Divisions Website](#). The deadline usually occurs during the second week of classes so students are encouraged to apply the semester prior to their anticipated graduation.

STEP 7. PASS REQUIRED FINAL EXAMINATION OR ORAL DEFENSE OF THESIS

For **Plan B** (Thesis) students, a comprehensive examination will take the place of a written thesis. However, for **Plan A** (Thesis) students, the Thesis/Project is the culminating experience. Some programs also require an oral defense of the thesis. Contact your graduate adviser for specific program requirements.

STEP 8. OBTAIN SIGNATURES FROM COMMITTEE MEMBERS

Once you have completed the defense of your thesis, and the committee members have approved the content, they will sign the formatted signature page. See the [Dissertation and Thesis Manual](#) (section 4.6.2) on Montezuma Publishing's website for questions regarding the formatting of the signature page and for [templates](#) of the signature pages.

Once you have obtained all of the signatures, and your thesis formatting is complete, you will be ready to submit your thesis to Montezuma Publishing for format review.

STEP 9. SUBMIT THE MANUSCRIPT TO MONTEZUMA PUBLISHING FOR FORMAT REVIEW

The official review of your formatting will be completed by Montezuma Publishing. For details regarding deadlines, formatting requirements, and detailed submission information see [Montezuma Publishing's Thesis Review](#) website.