**MASTERS/GRP STUDENT ELECTRONIC THESIS PROCESS**

**WEEK** **DATE** **DAY**

3 20 Oct Friday

If necessary, students, advisors or Department POC will notify the TPC at [Thesis@AFIT.edu](mailto:Thesis@AFIT.edu) of:

* Corrections to the Research Advisor listed on the Projected Graduate spreadsheet
* Names of students with which they are doing a group thesis
* Addition of name(s) to the Projected Graduate list, if omitted
* Removal of name(s) from the Projected Graduate list, if they will not complete their program in the current quarter

**WEEK DATE DAY**

NLT 8 24 Nov Friday

Students will complete their thesis defense. All Masters Students are required to have their defense completed no later than 24 Nov, Friday. This is a Family Day, so please plan accordingly with your department.

**WEEK** **DATE** **DAY**

NLT 9 1 Dec Friday

**Unlimited Distribution** theses/GRPs (Distribution Statement A. Approved for Public Release; Distribution is Unlimited), **students** will submit **FINAL** document and all associated paperwork **to their Research Advisor or Department POC**; all submissions will:

* Comply with the latest “Style Guide for AFIT Dissertations, Theses, and Graduate Research Papers” and include a completed SF 298 (located on L drive and incorporated into the document as the last page as well saved as a separate document in student folder)
* Ensure committee membership page has all committee members listed. Example can be found: [L:\Thesis-Dissertation\Theses\Committee Approval -Example.docx](file:///L:\Thesis-Dissertation\Theses\Committee%20Approval%20-Example.docx)
* Committee approval signature form with digital signatures placed in student folder. [L:\Thesis-Dissertation\Theses\committee approval signature form (blank).pdf](file:///L:\Thesis-Dissertation\Theses\committee%20approval%20signature%20form%20(blank).pdf)
* Completed WPAFB Form 1420 (located on L drive) with all required digital signatures (**Block 12 is student signature; Block 13 is Research Advisor signature; and Block 14 is Security**)
* If you have data associated with your thesis that will be useful for future students, create a folder in the U drive and upload your data to it. The location will be: U:\Distribution X (your distribution level)\ENX (your department)\Your Degree type\Your Class\Your Name\Your Data. Reference Human Subjects Research Restrictions below before uploading data.
* If you uploaded data, enter information about your data to SharePoint in the Student Data Repository. Go to the AFIT Intranet home page, then under the Grad School tab click Student Research > Student Data Repository > ENX (your department) > Internal Data > Add Data. Complete information in the new item and click OK to submit.

**Limited Distribution** theses/GRPs (Distribution Statements B-F), **students** will submit **FINAL** document and all associated paperwork **to their Research Advisor or Department POC** on a **labeled CD** (to include student name, designator number, and complete DistributionStatement; sample label on L drive), to include:

* Final theses/GRP; Completed Document Distribution Form (located on L drive) signed by the Research Advisor (scan and save as .pdf); properly completed SF 298 (located on L drive)
* Labels are supplied through student department.
* If you have data associated with your thesis that will be useful for future students, create a folder in the U drive and upload your data to it. The location will be: U:\Distribution X (your distribution level)\ENX (your department)\Your Degree type\Your Class\Your Name\Your Data. Reference Human Subjects Research Restrictions below before uploading data.
* If you uploaded data, enter information about your data to SharePoint in the Student Data Repository. Go to the AFIT Intranet home page, then under the Grad School tab click Student Research > Student Data Repository > ENX (your department) > Internal Data > Add Data. Complete information in the new item and click OK to submit.

**WEEK DATE DAY**

NLT 10 8 Dec Friday

**Unlimited Distribution** theses/GRPs (Distribution Statement A. Approved for Public Release; Distribution is Unlimited):

* **Research Advisors** **or Department POC will upload** all **FINAL** documents (theses/GRPs with completed SF 298 incorporated into the document as the last page and completed WPAFB Form 1420) to: [L:\Thesis-Dissertation\Sep 2017 Student Folders](file:///L:\Thesis-Dissertation\Sep%202017%20Student%20Folders).
* NOTE: Folders are arranged by Department and then student name. Designator Numbers are located: [L:\Thesis-Dissertation\Sep 2017 Designator Numbers.xls](file:///L:\Thesis-Dissertation\Sep%202017%20Designator%20Numbers.xls)
* **Research Advisors or Department POC will notify the TPC** at [Thesis@AFIT.edu](mailto:Thesis@AFIT.edu) when all documents and forms are uploaded. The TPC waits to be notified before submitting the student’s thesis to PA, therefore it is important to alert the TPC of submission, regardless of the date it is uploaded.

**Limited Distribution** theses/GRPs (Distribution Statements B-F):

* **Research Advisors** **or Department POC will upload** completed Document Distribution Form and digital signature page to: [L:\Thesis-Dissertation\Sep 2017 Student Folders](file:///L:\Thesis-Dissertation\Sep%202017%20Student%20Folders)
* **Research Advisors or Department POC will notify the TPC** at [Thesis@AFIT.edu](mailto:Thesis@AFIT.edu) when complete to set-up an appointment to **hand deliver limited document CD** for review.

**Human Subjects Research Restrictions:** Data collected or obtained from human subjects research, a Cooperative Research and Development Agreement, or other restricted data usage agreement MUST NOT be archived on the shared drive without appropriate permissions. Consult your research advisor prior to posting your data to be sure it is shareable. When in doubt, DO NOT POST.

**Classified Theses/GRPs:** Contact Mr. John Banks in the D’Azzo Research Library for instructions.

ENV Distance Learning students will submit unclassified theses/GRPs (Unlimited and Limited Distribution) through the Blackboard SENG 799 Final Thesis Submission Tab.

**Research Advisors or Department POC will notify the TPC** at [Thesis@AFIT.edu](mailto:Thesis@AFIT.edu) to confirm that the submission of **FINAL** documents described above has been completed.