

Kettering University's

Module 4: Written Thesis Submission Process

For Confidential Theses only:

Please submit one copy of the Confidential Thesis Agreement to the Center for Culminating Undergraduate Experiences (CCUE), available in KqUest under "Documents", prior to the Employer Thesis Advisor's review of the Preliminary Thesis. Upon receipt to CCUE, the student's thesis record will be deemed confidential.

For Co-Op Theses Only – Prior to Last Academic Term

- Students submit written Preliminary Thesis to Employer Thesis Advisor for review and approval.
- Upon Employer Thesis Advisor approval of the Preliminary Thesis, student obtains a Preliminary Company Approval Letter signed by the Employer Thesis Advisor (crib letter in KqUest under "Documents"), Employer CUE Evaluation & Two Signed Title Pages (non-confidential theses only).

Kettering University's Written Thesis Review Process For All Theses – 1st Week of Last Academic Term

- Student Submits Preliminary Thesis to CCUE which includes:
 - **One hard copy of written Preliminary Thesis** (single sided).
 - **One hard copy of the Preliminary Thesis Submission Form** (available in KqUest under "Preliminary").
 - **Company Approval Letter on company letterhead** (only needed for Co-Op Thesis and available in KqUest under "Documents").
 - **One hard copy of the Thesis Abstract Form** (available in KqUest under "Thesis Abstract").
 - **One hard copy of the Employer CUE Evaluation** (only needed for a Co-op Thesis and available in KqUest under "Documents" or on CCUE's website).
- Sent to Faculty Thesis Advisor for review of written content and format.
- Faculty Thesis Advisor has four weeks to review the document and make a determination.
- If content is **not approved** by the Faculty Thesis Advisor, the student will make the corrections and submit a 2nd Preliminary Thesis to CCUE as soon as possible - **OR** - If content is approved by the Faculty Thesis Advisor, the student will submit the Final Review Thesis to CCUE as soon as possible. An automated e-mail will disclose required documents for the submission.
- Student Submits Final Review Thesis to CCUE
 - Sent to Faculty Thesis Advisor for review of written content and format corrections.
 - Faculty Thesis Advisor has four weeks to review the document and make a determination.
 - If content is **not approved** by the Faculty Thesis Advisor, the student will make the corrections and submit a 2nd Final Review to CCUE as soon as possible - **OR** - If content is **approved** by the Faculty Thesis Advisor, the student will submit the Final Thesis Submission to CCUE as soon as possible. An automated e-mail will disclose required documents for the submission.
- Student Submits Final Thesis Submission to CCUE.
- Student Rings the Gong and Celebrates!!!!

PLEASE NOTE:

Upon Final Thesis Submission to CCUE, the student's thesis grade will be sent to the Registrar's Office and a final audit will be conducted. Please allow for three business days before contacting the Registrar's Office for degree verification.