

Thesis Review Contact Information

****To be turned in with draft copy for Thesis Editor****

Please type or print clearly

Full Name _____ Student ID # _____

Address _____

Please mark which method is the best one for contacting you (Check *only* one)

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Thesis & Capstone Project Submission

1. Draft

When submitting the draft copy of your thesis/project for the Graduate Studies Thesis Editor to review, please include this information sheet so we may contact you when it is ready for pick-up.

2. Final

When submitting the final copies of your thesis/ project, please be sure you have completed all required documents (**Acceptance Page, Routing Form, and check or money order for binding original plus any additional copies**) and include them with your copies.

When turning in your final documents, please place each copy in a separate folder and label them accordingly. For example: "Original (Cotton)" and "Copy." The Routing Form and your check or money order should be **paper-clipped** to the outside of the original thesis/project folder.

This form will be attached to the final original and sent to the Library for binding so they may contact you.

Also ensure your thesis/project is submitted in its entirety, including the Acceptance page. Neither the Graduate Studies Office nor your committee is responsible for completion of your thesis/project. If the Acceptance page or any other information is missing, you will be contacted and expected to furnish us with this information. Your thesis/project will not be sent to the binder until it is complete.

Thesis/project grade submission is the responsibility of the student's thesis/project chairperson or the advisor. It is NOT the responsibility of the Graduate Studies Office.