Thesis Review Contact Information

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

Please type or print clearly

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*

Revised 06/08