For detailed information and a sample thesis go to www.southalabama.edu/graduatemajors/graduateschool/thesis.html Follow your department’s policies on your thesis/dissertation proposal and defense.

The following 2 steps should happen at the beginning of your thesis or doctoral research process:

- Complete and submit the GS Form 4 “Appointment of Graduate Faculty to a Dissertation or Thesis Committee.”
  www.southalabama.edu/graduatemajors/graduateschool/forms.html This form is due before starting or registering for your Thesis/Dissertation hours.
- If your T/D involves human research, you must obtain IRB approval PRIOR TO DATA COLLECTION. http://www.southalabama.edu/researchcompliance/humansubjects.html

The below steps will happen as you near completion of your thesis or dissertation process:

- Email your signature page to the Graduate School office to check for correct formatting to deannacobb@southalabama.edu. Only one copy is needed. Consider getting required signatures at your defense. The month/date on your signature page is crucial. It needs to list the month/year of the semester in which you graduate (the semester ends when grades are due to the Registrar’s office). This can change, especially for the Summer Term. Refer to the USA Academic Calendar for the correct information.
- The Graduate School office has published templates of the preliminary pages, as well as an entire thesis document template, on the website. Additional guides are also located in the back of the T/D Guide online (see above website address). A LaTex template is available upon request.
- 1st Draft Submission:
  - Refer to our thesis webpage for a list of the most commonly encountered errors. Checking your paper against this list should drastically decrease the amount of edits needed.
  - Submit your 1st draft on plain white copy paper. Please also email your paper or bring me a copy on a thumb drive or CD.
  - Submit your completed and signed GS 7 form “Thesis/Dissertation Form” http://www.southalabama.edu/graduatemajors/graduateschool/forms.html Meet with your committee chair for completion of this form. This will require your committee chair to use “Turnitin” at www.turnitin.com to prove your paper “has been checked for plagiarism and found to be satisfactory.” See Section II on the GS 7 form. If your committee chair does not know the turnitin code/process, have him/her contact the Graduate School office for contact information on the required code. You are responsible for getting your committee members and your College Dean to sign this form.
  - Submit your signed signature page. ALL SIGNATURES MUST BE IN BLACK INK ONLY! You are responsible for getting all signatures, except the Graduate School Dean’s. It is not necessary to get signatures on multiple copies. Refer to the template online for the correct format.
  - If at all possible, do NOT wait until the deadline to submit your paper. Early submission will allow you more time for any needed revisions.
  - Submission deadlines are posted at on our thesis webpage and the academic calendar.
- 2nd Draft Submission: You may be required to submit your paper again to show needed revisions. Please submit your 2nd and any subsequent drafts as soon as possible to ensure this process will be completed in time for you to graduate.
- Final Approval: The Graduate School office will email a memo to you once your paper is cleared with detailed instructions on the final steps.
- Final Submission:
  - Upload your paper to ProQuest (directions will be on your clearance memo).
  - Doctoral students must also complete a brief online survey (this will be emailed to you).
- Final Approval: The Graduate School office will send everyone who signs your signature page and the Registrar’s office a memo indicating you have successfully completed your thesis or dissertation.