

II. RESPONSIBILITIES

DEPARTMENT AND PROGRAMS

Departments and programs are responsible for developing procedures for the writing and approval of theses/dissertations and for establishing matters of format and style not prescribed in this document. They also are responsible for making these procedures and requirements known to students. The signatures of thesis committee members on the approval page certify that the thesis meets acceptable standards of scholarship and reflects a level of research, originality, and style appropriate for the master's/doctoral candidates. In addition, the signature of the Department chairperson on the Notice of Completion of Degree Requirements Form verifies that the student has successfully passed the oral defense of the thesis/dissertation.

COLLEGE OF GRADUATE STUDIES AND DEPARTMENTS

The student and their Department are responsible for determining that all deposit copies of theses/dissertations conform to the requirements set forth in this document. The College of Graduate Studies and the Department reserve the right to refuse for final deposit any thesis/dissertation that does not meet these requirements. The Dean of the College of Graduate Studies approves the final copy of a thesis and dissertation.

Once approved, the Notice of Completion of Degree Requirements (NOC) Form **must be signed by the Dean of Graduate Studies**. The College of Graduate Studies will distribute the NOC to the offices listed at the bottom of the form, especially to the Graduation Office, before a degree will be posted. The Library's copy of the form must accompany the unbound copies that are to be delivered to the Library for binding.

STUDENT

Students should have the "Thesis/Dissertation Proposal Approval Form" completed at the start of their thesis/dissertation registration hours (Appendix I). Once a student registers for thesis/dissertation credit, she/he must register for a minimum of one thesis/dissertation credit hour each term until the project is completed and successfully defended. The College of Graduate Studies requires that students must register for thesis/dissertation credit for the summer term only if the student intends to defend her/his degree that semester.

Format of manuscript- students are responsible for the content, scholarship, and style of their work. Students are also responsible for meeting the department's/program's standards and requirements, and format requirements of the College of Graduate Studies as outlined in this document. It is the student's responsibility to proofread the thesis and make needed corrections.

Delivery of thesis/dissertation- after *final* approval, the College of Graduate Studies will deliver the unbound thesis/dissertation copies, a copy of the signed NOC, and a cashiers receipt for the UMI Dissertation Publishing fee (when applicable) to the Collection and Database Management department in the University Library (RT 324).