

These steps must be completed within the semester timeline provided by the graduate college on the College of Graduate Studies website <https://www.sulross.edu/college-graduate-studies>.

1. Student submits completed thesis with signature page signed by all committee members to thesis coordinator Raleigh Darnell. The thesis is not complete until the official graduate committee has provided their approval. If a committee member is off campus, in lieu of an actual signature, the committee member can submit an email confirmation that the student has met thesis requirements through their official Sul Ross email, or an alternative email address that is confirmed and on file with the graduate college (preferably an email from an academic institution, government agency or other official organization). Electronic submission must be submitted to the associate provost and thesis coordinator.
2. Once the thesis coordinator has completed the thesis review and received any necessary corrections from the student, the thesis coordinator will provide a final copy of the thesis to the associate provost for final review and approval signature.
3. Once the associate provost has signed the signature page, the thesis coordinator will notify the student the final copy of the thesis is ready to upload to ProQuest.
4. Once the thesis is uploaded to ProQuest, the thesis coordinator will ensure it is the correct draft and permit the upload to complete. At this time, the thesis coordinator will notify the registrar, associate registrar, provost, associate provost, college dean, department chair, advisor and student that the thesis is complete and uploaded to ProQuest. Note: ProQuest prefers the thesis is submitted with a blank signature page. The signed signature page and documents validating an email approval are for record and retained in the graduate college.
5. When the student's advisor submits a CR grade for thesis defense 6302, it signifies that the student has: 1) successfully completed all course work on their degree plan, **and** 2) that they have successfully defended the thesis, **and** 3) they have passed their comprehensive exam(s), **and** 4) the thesis is successfully uploaded to ProQuest. It is incumbent upon the advisor to validate that all work has been completed by the student. If all work is not completed, the advisor must submit a PR grade signifying the student is not done. A college or department can require additional internal controls, but the registrar will consider the student complete once the CR grade is posted.
6. Once the registrar has received notification that the thesis is completed and submitted to ProQuest, and a grade of CR has been posted for the student, the registrar can validate the student on the final graduation list.
7. Graduate students who do not complete all requirements for graduation within the timeline prescribed by the graduate college will not be able to participate in commencement ceremonies.