

GRADUATE SCHOOL
Thesis Final Review Process after Defense
The Graduate School does not offer formatting/editing services.

Due dates apply. Please visit the [Graduate School Calendar](#) for dates.

1. Student:

Submit these documents in the same email to <mailto:graduate@minotstateu.edu>

- a. Final draft form in Microsoft word document
- b. Final draft form in PDF document
- c. Final submission Cover sheet completed by Chairperson
https://www.minotstateu.edu/graduate/_documents/theses_guide/thesis_and_major_paper_cover_sheet.pdf
- d. Expect up to two weeks for reviews to be completed.

2. Graduate School

- a. Documents will be emailed to reviewer for review (30 minutes max.)
- b. When review is completed, the student will be notified by MSU email:
 - i. Paper is approved, (skip to #3.)
 - ii. Complete additional findings, (skip to #3.)
 - iii. For numerous findings, the paper will be sent back to the student to work with advisor for a major review of the paper. **Due dates remain in place.**

3. Student

- a. Complete minor edits if required
- b. Upload PDF to ProQuest: <http://www.etdadmin.com/minot>. Follow instructions on the Submitting Your Dissertation/Thesis tab (Optional: committee members and copyright fees.)
- c. A \$95 required fee for Open Access Publishing PLUS to be paid at time of submission.
- d. Binding is optional unless advisor requires a copy. To be paid at time of submission.
- e. Tutorials: <https://www.proquest.com/company/ETD-Administrator-Tutorial-Videos.html>.
- f. Refer to Training and Support links or contact ProQuest technical support.

December 7, 2020