

## Steps for submitting your thesis or dissertation for review by staff in the Office of Graduate Studies

1. Ensure that Southeastern's "Thesis and Dissertation Standards" have been followed exactly as stated. Do not take any liberties with the "Standards", unless prior approval by the academic dean has been Granted.
2. Theses and dissertations being submitted for review should be printed on regular printer paper. Do not use cotton-based paper for the initial submission of a thesis or dissertation because there are almost always changes made to the initial submission.
3. Only submit one copy of the thesis or dissertation.
4. Ensure that all committee signatures are present on the Committee Approval Page. The thesis or dissertation will not be reviewed without these signatures. If this page is formatted exactly as specified in the "Standards", a student may wish to print this page on 20 lb. cotton paper to eliminate the need to get signatures again. Multiple copies of this page on cotton paper with original signatures is advisable.
5. Ensure that your initial submission is on or before the due date listed in the Graduate Studies Academic Calendar for the semester you are submitting.
6. Submit to Office of Graduate Studies, Meade, 103.