

PROCEDURE

Normal formatting hours are 7:30 – 3:30 Mondays and Fridays, and between 11:30 and 2:30 all week during deadline week for questions . It is strongly suggested that a draft which incorporates any changes the defense committee has suggested, and which includes ALL elements of the the final product, be dropped off outside the Graduate School Office . Drafts will be reviewed in the order in which they are received, so it is in the student's best interest to submit their work in a timely fashion . Please make sure you pick up your first draft PRIOR TO DROPPING OFF YOUR CORRECTED WORK, so that there are no duplicate drafts to confuse the process. **The checklist above is only a summary of the more important points found on the website. Please check the website for complete instructions.**

If formatting changes are needed, you will be notified by email. Make the changes and drop off the revised draft outside the Graduate School office for its final format check . Again, drafts are reviewed in the order in which they are received, and keeping in mind the Formatting hours, compliance with any deadline is the student's responsibility. Waiting until the week of the deadline is not recommended.

AFTER YOUR DRAFT HAS BEEN APPROVED: MAKE NO ADDITIONAL CHANGES. *Four* acid free copies arranged in correct page order, All copies are submitted in separate clasp manila envelopes, 10 x 13 or larger with extra title page copies affixed to each, clearly labeled "Original, Copy 1, Copy 2 & Copy 3". Insert an approval sheet with ORIGINAL signatures of Core Committee members into the original, with copies inserted into #1,#2 and #3. Dean's signature will be added later. **NOTE: You will not be approved nor will you have met the deadline until you have submitted a complete, correct product along with the 3 copies, along with all required forms.**

Notify your Department if you want additional bound copies. **The formatting office does NOT bind the work.** For departments which do not bind for their students, see: <http://acqweb.library.appstate.edu/pubr/bind.html>.

Ph.D. students, please make sure you have included your completed forms (Dissertation Agreement form with appropriate attachments, Survey of Earned Doctorates, Exit Survey and Commencement Survey) inside the envelope of the original copy.

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