

Graduate Action Research Papers, Thesis, and Dissertations are submitted to the Graduate Student Services Office for technical reading *after* the first and second academic readers have indicated their approval of the paper by signing the **Certification Page**. The Certification Page must be submitted with the paper for technical reading.

There is a necessary deadline for the submission of the final, signed paper in order to permit all processes to take place preceding graduation. The student must allow ***no less than six (6) weeks in advance of desired graduation date to complete processing for an M.A. paper and no less than eight (8) weeks in advance for a Doctoral dissertation.***

The Graduate Student Services office will assign the final paper draft to the technical readers.

The student must complete the **Tracking Sheet** on the reverse side of this information sheet and submit it with the paper when the paper is submitted for technical reading. **Students residing outside of the Wheaton area must designate a contact person in the Wheaton area who has agreed to manage the process for the student.**

**The Technical Reader:** The technical reader will review the thesis for grammatical, format, and style quality, note his/her corrections on the manuscript and return to the GSS office. *The paper should be as error-free as possible before submission to the technical reader.*

**Completion of Submission Process:** All steps of the submission process remain the student's responsibility even if the student leaves the Wheaton area. (Please review process under Tracking Sheet instructions).

**Cost of Technical Reading:** The GSS office assumes financial responsibility for the technical reading process up to and including ten (10) hours for MAT Action Research Papers, fifteen (15) hours for all M.A. Thesis papers, and twenty (20) hours for all Doctoral dissertations. Hours required over and above this amount of time will be charged to the student at the rate of \$17.50 per hour. A hold will be placed on the student account until the over-charge has been paid. Presenting a manuscript which has been carefully checked for the above mentioned technical qualities will make it possible for the student's work to be processed within the hours allowed.

### **Final Corrections and Submission**

The student will be notified when the technical reader has returned the paper to the GSS office. The student can then pick up the paper and incorporate any corrections of the technical reader. If the student is not in the Wheaton area **someone must be designated to manage the mailing process**. The GSS office will not assume responsibility for mailing the document

When the corrections have been made, the student again submits the originally submitted paper copy and the final draft with the corrections from the technical reader, to the GSS office. It will be returned to the technical reader to review the corrections that have been made. This process will be repeated until the technical reader determines the thesis is technically correct. When the paper is technically correct it will be returned to the student with a Buswell Library Graduate School Document Form.

The paper is now ready to be submitted to Buswell Library. The student will take the original manuscript, abstract, and Graduate School Document Form, plus personal copies the student wishes to have bound, to the Buswell Library Secretary. Written notification will be sent from the Library to both the Registrar's and GSS Offices indicating that obligations have been met. The Registrar will note the records to this effect for purposes of graduation eligibility and transcript release.

Entering a course grade for the paper is the responsibility of the academic first reader. It should be done after final approval of the completed final draft. If not done, the Registrar's office will request same from the department.

Those grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed.

*I have read the above information and understand my responsibilities for the Technical Reading stage of my graduate paper.* \_\_\_\_\_

NAME

DATE

**WHEATON GRADUATE SCHOOL  
ACTION RESEARCH PAPER/THESIS/DISSERTATION  
TECHNICAL READER TRACKING SHEET AND INFORMATION**

**Student Contact Information:**

**Name:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone: (home)** \_\_\_\_\_

**(work)** \_\_\_\_\_

**Style Manual and Edition:** \_\_\_\_\_

**Style Manual Deviations:** \_\_\_\_\_

**Students residing outside of the Wheaton area must designate a contact person able to manage the technical reading process for the student.**

**Contact Person Information:**

**Name:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

<b>Date In</b>	<b>Date Out</b>	<b># Hours</b>