

# **M.A. THESIS Finalization Procedures and Requirements**

From the

Office of the Dean of the Graduate School

2021-2022

Revised 2021

## M.A. THESIS FINALIZATION PROCEDURES AND REQUIREMENTS GUIDE

### THESIS WRITING REQUIREMENTS

- 1.1 A **Certification Page** (sometimes referred to as Thesis Committee Approval Page) should be included after the title page. (See below)
- 1.2 After the two academic readers have indicated changes they require, the student is responsible for revising the draft to enable it to be approved by the readers. The readers indicate their approval by signing the Certification Page.
- 1.3 Include a 'disclaimer' page after the certification page to read as follows: "The views expressed in this thesis are those of the student and do not necessarily express the views of the Wheaton College Graduate School." (See below)

### SUBMISSION TO THE GRADUATE DEAN'S OFFICE

- 2.1 **DEADLINE:** There is a necessary deadline for the submission of the final, signed thesis in order to permit all processes to take place preceding graduation. The student must allow **no less than ELEVEN (11) weeks from initial submission to complete the entire technical reading process (including library processing). This means the initial submission to the technical reader should be made at least eleven weeks prior to the anticipated graduation date.**
- 2.2 **Initial Submission:** *The thesis should be as error-free as possible before submission to the technical reader.* The student submits the corrected thesis as a clean Word document, **including** the original Certification Page signed by both readers (see below), to the Graduate Dean's Office via the [Technical Reading Submission Form](#). Any questions may be directed to the Technical Reader Coordinator ([technical.reader@wheaton.edu](mailto:technical.reader@wheaton.edu)). **The student must use their Wheaton email for all correspondence related to the technical reading process.**
- 2.3 **Technical Reader Assignment:** The Graduate Dean's Office will assign the final thesis draft to one of the technical readers. On the [Technical Reading Submission Form](#), the student should indicate the following:
  - a. Which manual of style was used in writing the thesis.
  - b. Deviations from the manual of style due to computer programming. Deviations should be kept to an absolute minimum.
  - c. Deviations from the manual occurring because of the type or project undertaken. This is primarily applicable to applied thesis which may vary from the usual format.
- 2.4 **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 Graduate Dean's Office.
- 2.5 **Final Corrections and Submission**
  - a. The Graduate Dean's office will then forward the thesis to the student directly. The student will incorporate all corrections noted by the technical reader.
  - b. When the corrections have been made, the student submits the edited draft via the [Technical Reading Edits Submission \(jotform.com\)](#) to the Graduate

Dean's office. The Graduate Dean's office will forward the document 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. Once this process is completed, the student will receive notification from the Graduate Dean's Office that they have been approved to submit their thesis to the Library.

- c. The Graduate Dean's Office will email Buswell Library indicating that the student has completed the technical reading process and has been approved to submit their thesis to Buswell.
- 2.6 **Submission to Buswell Library:** The thesis is now ready to be submitted to Buswell Library. The student will submit a PDF of the approved manuscript per the instructions at <https://library.wheaton.edu/thesis>. When all requirements are met, the Library will send email notification to both the Registrar's and Graduate Dean's office. The Registrar will note the records to this effect for purposes of graduation eligibility and transcript release.
- 2.7 **Thesis Grade:** Entering a course grade for the thesis 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. Grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed.
- 2.8 **Completion of Submission Process:** All steps of the submission process remain the student's responsibility even if the student leaves the Wheaton area.
- 2.9 **Cost of Technical Reading:** The Graduate Dean's office assumes financial responsibility for the technical reading process up to and including ten (10) hours per thesis. Hours required over and above this amount of time are liable to be charged to the student at the rate of \$17.50 per hour. 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 ten (10) hours allowed.

### **BUSWELL LIBRARY AND DEPARTMENT REQUIREMENTS**

- 3.1 For current **Buswell Library requirements**, browse to <https://library.wheaton.edu/thesis>. This includes formatting, procedures, page sequencing and converting your thesis to Acrobat PDF format for final submission.
- 3.2 **Page Sequence:** Be sure to check your Department style guide; where your Department requirements differ from the above, the Department's requirements take priority.

WHEATON COLLEGE GRADUATE SCHOOL

# The Title of Your Thesis: in Title Case

A Thesis Submitted to the Faculty of the Graduate School in Partial  
Fulfillment of the Requirements for the Degree of Master of Arts

Department Name

by

Your Name

Wheaton, Illinois

Month and Year

# Title of Thesis in Title Case

(2 inches below the top margin)

by

John Doe

Approved:

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Dr. Smith, First Reader

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Date

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Dr. Jones, Second Reader

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Date

## Disclaimer

The views expressed in this thesis are those of the student and do not necessarily express the views of the Wheaton College Graduate School.