

PROCEDURE FOR PROCESSING THESIS PAPERWORK

In the semester you are registered for 594A:

You will need to complete the *Appointment of Committee* form (you can get the form either online at the Graduate School https://www.usc.edu/schools/GraduateSchool/documents/StuServices/Appointment_Change_of_Masters_Committee.pdf or from your advisor). Once you have all your committee members' signatures, submit the form to your graduate advisor. If you misplace the form, contact your advisor. Your advisor will keep the signed form until you are ready to submit your thesis during the following semester.

When you are ready to submit your thesis:

Create a Profile in the Thesis Center, (step #2 on the Graduate School's thesis and dissertation online processing website: http://www.usc.edu/schools/GraduateSchool/current_thesis_dissert_02.html)

The Profile and the *Approval to Submit* form should be completed almost at the same time. The Profile is the prelude to the *Approval to Submit* form. In the Profile, you will list your committee members, including their e-mail addresses and titles. If you have a non-tenured committee member, click "tenured track" and then go back to "title".

Once you click "Create" the Information on the Profile, including the exact title of your thesis, cannot be changed. You will receive a confirmation e-mail once you register (create your profile).

The *Approval to Submit* form will be completed and approved electronically. Please let your committee members know that they will be receiving an e-mail from VPGP (Vice Provost for Graduate Programs) and the subject line will be "Action Required Approval to Submit."

IMPORTANT: THE COMMITTEE MEMBERS NEED TO HAVE SUBMITTED THEIR ELECTRONIC SIGNATURE FOR THEIR APPROVAL TO SUBMIT BY THE SAME NOON DEADLINE THAT YOU SUBMIT YOUR *APPOINTMENT OF COMMITTEE* FORM.

When you are ready to submit your manuscript, let your advisor know and the *Appointment of Committee* form will be emailed to you. By the document deadline, upload the completed *Appointment of Committee* form to your Thesis Center "Document Checklist" page.

It is your responsibility to confirm that all committee members have registered their decision on the electronic form in the Thesis Center system by the Documentation deadline.

Normally within 2-3 business days after your committee members have approved your thesis, the Thesis Coordinator will verify the checklist items and send an e-mail confirmation to you that the manuscript may be uploaded. At this time, the manuscript processing fee of \$105 will be applied to your account in OASIS. Please note that submissions made past the deadline will not be processed until the beginning of the subsequent semester.

Upload your thesis to your Thesis Center profile in the form of a PDF file before the upload deadline.

The Thesis Coordinator does not check the content of your manuscript, only formatting and presentation. The Thesis Coordinator will send you an e-mail should any changes be required. Normally this takes place within three weeks during peak submission times and sooner during off-peak times.

Make any requested formatting revisions and upload the revised manuscript to the Thesis Center profile. An e-mail confirmation will be sent after the manuscript formatting has been approved, after which the USC Digital Library will send an e-mail requiring you to confirm the manuscript publishing information. At this point, you will be able to upload any necessary supplemental media files to accompany the PDF thesis manuscript.

Confirm thesis publishing information with the USC Digital Library. This is the final step required for degree conferral.

The degree will normally be officially posted within a month.

Students who submit the necessary documentation a week or more before the add/drop deadline and who also upload their manuscript to the Graduate School by the add/drop deadline in a given term may take advantage of the Early Submission Option and are exempted from the requirement to register for 594Z in that semester.