

## Frequently asked questions for Thesis Review

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### How do I submit my thesis/dissertation to be checked for format by the Graduate School?

Complete the thesis/dissertation intake form. You will also need to print and complete the “Forms and Procedures for Degree Completion Checklist,” the “Thesis Guidelines Checklist,” and the “Signature Page for Faculty and Student.” This paperwork is found on the Graduate School website at <http://gradschool.nmsu.edu/Guidelines/>. When the committee chair signs the signature page, you may turn a copy of your thesis in to the front desk at the Graduate School, located in Anderson Hall. You may also ship your materials using registered mail, UPS or FedEx. If using UPS or FedEx, the recipient phone number will be (575) 646-7606.

#### Use this address for registered mail:

The Graduate School/PSL  
Attn: Milen Bartnick  
New Mexico State University  
P.O. Box 30002  
Las Cruces, NM 88003-8002

#### Use this address for UPS or FedEx:

Milen Bartnick  
NMSU/PSL/Graduate School  
Anderson Hall  
Corner of Stewart and Espina  
Las Cruces, NM 88003

### What do I need to make sure my thesis/dissertation is accepted at the front desk at the Graduate School?

- You need to have a completed thesis intake form.
- You need to bring the following completed forms: “Forms and Procedures for Degree Completion Checklist,” the “Thesis Guidelines Checklist,” and the “Signature Page for Faculty and Student.”
- You need a copy of the thesis/dissertation.
- If you are a doctoral student, you also need to submit the “Survey of Earned Doctorates.”

### I am turning in a dissertation. When do I turn in a Survey of Earned Doctorates or the Dissertation Agreement?

The “Survey of Earned Doctorates” (SED) and “Doctoral Dissertation Agreement Form” (UMI) are completed by doctoral students.

It is best to submit the “Survey of Earned Doctorates” to the Graduate School when you submit your dissertation for review. You will need to supply the “Survey of Earned Doctorates” to the Graduate School in order to procure the dean’s signature.

The “Doctoral Dissertation Agreement Form” is turned into the bindery section in Branson Library when submitting copies of the dissertation for binding.

### Are the “Survey of Earned Doctorates” and “Doctoral Dissertation Agreement Form” available online?

Yes. The “Survey of Earned Doctorates” is found at <http://www.gradschool.nmsu.edu/Guidelines/sed.pdf>

The “Doctoral Dissertation Agreement Form” is found at <http://www.gradschool.nmsu.edu/forms/umi.pdf>

You may also find links to these forms on the NMSU Thesis and Dissertation Guidelines website under Section V at <http://gradschool.nmsu.edu/Guidelines/>

### **Is there a deadline for submitting my thesis/dissertation for review?**

Yes, there is a deadline. Check <http://gradschool.nmsu.edu/deadlines/deadlines.htm>.

### **Is it possible to wait and be present while my paper is reviewed by the Graduate School?**

It may be possible. If the student would like to wait for thesis review, they may do so. The student will need to go to the front desk at the Graduate School and check the paper in. Students are advised that papers are reviewed in the order in which they are received, regardless of if they wait with the papers or drop them off. If there are more than 3 papers ahead of the student, they will be asked to leave the paper.

### **How long does it take to get my thesis/dissertation back?**

The length of time needed for the Graduate School to review and return a thesis or dissertation depends on several things: how close to the deadline the paper was submitted; which semester (spring has the largest volume); how closely the format follows the style guide and the [Guidelines](#).

- Allow 1 to 3 days if you submit early in the semester.
- Allow 4 to 6 days if you submit your paper a week before the deadline or closer to the deadline.
- The closer to the deadline you submit your paper, the longer it will take to get it back. Papers are reviewed in the order submitted.

Please remember to allow a couple of days for processing. This includes time needed to get to your paper, to make sure the format adheres to the guidelines, for you to make possible corrections, for the Graduate School to check those corrections, and so on. Please do not expect to get your paper back immediately if you submit a week or less before the deadline.

### **What does the Graduate School look for when they review my thesis/dissertation?**

The Graduate School reviews for format. The thesis reviewer looks at margins, line spacing, placement of figures and tables, pagination and page count, font size, “front end material” (table of contents, list of figures, list of tables, ect). The Graduate School uses the [NMSU Thesis/Dissertation Guidelines](#) to conduct the review. Watch the online workshop (movie) at <http://www.gradschool.nmsu.edu/mb/TDGWorkshop.wmv>

### **Does the Graduate School edit the thesis/dissertation?**

The Graduate School reviews the thesis/dissertation for format. The Graduate School does not edit for matters of spelling, content, grammar, citation completeness, and readability of text.

Students are advised that it is the student’s responsibility that the final document submitted meets the revised [NMSU Thesis/Dissertation Guidelines](#).

The faculty makes sure the thesis/dissertation submitted is a final product in regards to intellectual material, citations, acceptable grammar, and completeness.

### How will I know if I need to revise my thesis/dissertation?

You will receive an email after the reviewer looks at your thesis/dissertation with a list of formatting corrections. This email will be printed and attached to the thesis/dissertation copy turned in to the Graduate School.

### How do I submit my thesis corrections?

You will need to bring your thesis intake form, checklists with signature page, and the corrected version of thesis/dissertation to the front desk at Graduate School.

You may also mail the corrections back to the Graduate School using registered mail, UPS, or FedEx. Please be aware that if you chose the mail option, there is a deadline to submit the required copies of thesis or dissertation to the binding section at Branson Library. It is best to plan in advance for the time it will take to ship material.

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Las Cruces, NM 88003

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### What happens after my corrections are submitted?

The reviewer will look at the document to make sure corrections are made. If any other mistakes are caught, another list of corrections will be sent. Once the Graduate School is satisfied that requirements are met, an email will be sent to let the student know requirements are satisfied.

### Can I make changes to my thesis/dissertation after it is approved for format?

The student is responsible for submitting a completed copy of their thesis or dissertation to the library for binding. Once the document has been approved by the thesis or dissertation committee and the graduate dean, the thesis or dissertation is considered a final document. No changes to the document can be made by the author after approval by the committee and graduate dean.

### What happens after requirements are satisfied through the Graduate School reviewing process?

Once you satisfy the requirements for thesis/dissertation format, you will be added to an approved list for the dean's signature at the Graduate School. The dean's signature can now be placed on your signature pages. Bring multiple copies of the signature pages (page ii) on good paper (see next question) to get the deans signature, so you may get your thesis bound at Branson Library. If you have not paid your binding fees, you need to do so at the cashiers' office.

### Am I required to print my thesis/dissertation on special paper?

After the thesis is reviewed and approved, make three copies (four copies for molecular biology and astronomy majors) on 25, 50, or 100% watermarked white cotton bond paper, 20 or 24-pound weight. If you have personal copies you are having bound, print those as well.

### What steps do I need to take to make sure binding goes smoothly?

- Be sure you have paid the required binding Fee.
- Make sure printed copies meet the paper requirements.
- Fill out the library's online form for binding at <http://lib.nmsu.edu/depts/bibsvs/thesis.html>. Press the "Submit Entry" button. After the button is pressed, the information input will show. Print a copy for your records.
- Make sure you deliver copies of the thesis/dissertation to the bindery section in Branson Library with correctly completed forms.
- Make sure you have an original signature page for each copy to be bound.
- Thesis or dissertation submissions must include a fully signed signature page. The library cannot hold theses or dissertations while you get signatures. Fully signed signature pages must be included with copies.
- All signatures for bound copies should be original.
- Dissertations will only be accepted with a completed UMI/Proquest form. The library cannot hold dissertations until the UMI/Proquest form is completed. If copyright is requested, the proper form must be completed and paid for by the time of reception.
- Please visit the library page for more information at <http://lib.nmsu.edu/depts/bibsvs/bindthes.html>.

### How much does thesis/dissertation binding cost and where do I pay this fee?

- **Theses**--the fee is \$38.50 (\$48.50 for molecular biology or astronomy students).
- **Dissertations**--the fee for binding and microfilming a dissertation is \$79.00 (\$89.00 for the 4 required copies for molecular biology or astronomy students).

The binding fee needs to be paid at a cashier's window in the Educational Services Building. You may use cash, charge card, or personal check. You will receive a transaction number from the cashier. You need this number for the next step.

### What do I do after I pay the required binding fee?

After you have paid the fee, access the library's "Thesis/Dissertation Processing Form." Use this link for direct access <http://lib.nmsu.edu/depts/bibsvs/thesis.html>. Complete the form. You will need the transaction number that you received when you paid your fee at the cashier's window. Be sure to click on the "Submit Entry" button after completion of the form. After the button is pressed, the information input will show. Print a copy for your records.

### What if I want to have some personal copies of my thesis/dissertation bound?

You will need to complete "Form for Additional Personal Bound Copies of Thesis/Dissertation." This form contains pricing information. You may access this form at <http://gradschool.nmsu.edu/mb/LibraryForms.pdf>.

Payment is different for personal bound copies. A cashier's check or money order is made payable to Bookbinders of New Mexico and will be turned in to the bindery section at Branson Library.

Personal copies of a thesis or dissertation will be accepted for binding only when accompanied by a money order or cashier's check at time of submission.

### **I have filled out the online form for binding. What do I do next?**

Deliver the required copies, personal copies, and payment for personal copies to the binding section in Branson Library. Book Binders of New Mexico mails personal copies directly to the address the student puts on the binding form. Be sure that the address will be valid for about 2 months from the date the copies were left in Branson.

The student has the option of paying \$3.00 per personal copy to have the package insured.

### **Does the bindery area in Branson have certain hours?**

The hours of the binding section in Branson Library are 8:30-11:30 a.m. and 1:30-4:30 p.m. Monday through Thursday. Hours on Fridays are from 8:00-11:30 a.m. only. Weekend or evening service is not available.

### **Is the bindery responsible for checking any errors?**

The author is responsible for checking all errors. This includes pagination errors, such as missing or multiple pages. When the Library accepts a thesis or dissertation, the Library assumes the document is complete and the pages are in proper order.

### **What else is needed for Graduation? Am I done after my thesis is bound?**

There are several requirements to graduate. Make sure you have completed and submitted the forms outlined on the "Forms and Procedures for Degree Completion Checklist."

If you are unsure as to if these forms were approved, please check with Graduate Student Services at (575)646-2736 or (575)646-7568.

### **I am a distance education student and am having a hard time figuring out how I will get my final approved copies to the library for binding. What do I do?**

Please contact Milen Bartnick at [mbartnic@nmsu.edu](mailto:mbartnic@nmsu.edu) or (575)646-1432. Milen will help with the delivery of your papers to the bindery before the deadline. This process requires adequate planning and coordination from the student. Please contact Milen for instructions and details.

### **Who can answer questions?**

You may direct your questions for thesis/dissertation review to Milen Bartnick at [mbartnic@nmsu.edu](mailto:mbartnic@nmsu.edu) or (575) 646-1432.

For final degree check, please contact Graduate Student Services at (575) 646-2736.

Please contact Graciela Martinez at [gramarti@lib.nmsu.edu](mailto:gramarti@lib.nmsu.edu) or (575) 646-1237 for questions about binding and microfilming.