

Thesis Completion Deadlines: 2007- 2008

The following deadlines apply to those planning to graduate on April 28, 2008.

- January 31, 2008** Deadline to submit thesis to supervisor for grading.
February 15, 2008 Deadline to apply for graduation.
March 20, 2008 Deadline to submit thesis to Registrar's Office for proofreading.
April 25, 2008 Deadline to submit copies for binding to Registrar's Office.

Final Steps To Take:

- Make all revisions required by your thesis supervisor.

- Submit the final copy of your thesis to your supervisor for grading (**by January 31, 2008**). The supervisor will send a copy to the second reader and the two will assign a grade. The supervisor will give the grade to the Registrar and return the graded copy of thesis to the student.

- Submit the graded copy of your thesis to the Registrar's Office for proofreading (**by March 20, 2008**). The Registrar's Office will contact you as soon as the proofreading is complete.

- After receiving the proofread copy of your thesis, make the revisions required by the proofreader.

- Make a minimum of three good copies of your thesis on 8 x 11 inch paper and have your supervisor and second reader sign the cover page on each copy. (The Registrar's Office cannot get these signatures for you.)

Submit the following to the Registrar's office (**by April 25, 2008 if you expect to graduate this year**):

- the original proofread copy of your thesis (please indicate if you want this returned to you)
- a minimum of three good copies of your thesis for binding (***please leave one copy unwrapped; wrap the rest individually in paper for protection during shipping, and indicate on the outside of each wrapped thesis: your name, thesis title and # of pages being bound. It is your responsibility to ensure that no pages are missing and that all are in order.***)
- a completed thesis order form.
- any additional monies to cover the costs of binding, shipping, etc. Note: if the thesis processing cost is less than the binding fee (deposit) you have paid, we will send you a refund cheque at this time.

For students who received a grade of at least A- on their thesis:

- a TREN order form (for microfilming)

For students who want to secure a USA copyright on their thesis:

- ***a certified cheque, bank draft or money order for \$60 in US funds made out to "TREN", not to Regent College***

Please remember: If you plan to graduate on April 28, 2008 you must submit a graduation application and fee to the Registrar's office by February 15, 2008.