

Thesis Completion Deadlines: 2010 - 2011

The following deadlines apply to those planning to graduate on April 29, 2011.

January 31, 2011	Deadline to submit thesis to supervisor for grading.
January 31, 2011	Deadline to apply for graduation without incurring a late fee. No applications will be accepted after March 15, 2011 .
March 18, 2011	Deadline to submit thesis to Registrar's Office for proofreading.
April 21, 2011	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, 2011**). The supervisor will send a copy to the second reader, and the two will assign a grade. The supervisor will submit the grade to the Registrar's Office 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 18, 2011**). If further revisions are required by your thesis supervisor/second reader, make the revisions and submit a new hard copy to the Registrar's Office for proofreading. 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 21, 2011 if you expect to graduate this year**):

- the original proofread copy of your thesis
- a minimum of three good copies of your thesis for binding:
 - **If submitting in person, leave one copy unwrapped, and wrap the rest individually in paper.**
 - **If submitting by mail, wrap each copy individually in paper for protection during shipping.**Please 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 Binding Order Form
- any additional monies to cover the costs of binding, shipping, etc. Note: if the thesis processing cost is less than the binding deposit you have paid, we will send you a refund cheque.

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

- a TREN order form (Microfilm Distribution Agreement)

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**