Graduate School of Arts & Sciences
Administrator Training Series

Class #2:
Theses & Dissertations

Fun times ahead!
Thesis/Dissertations Training Outline

1. Thesis Research registration
2. Required paperwork
3. Resources for thesis & dissertation writers
4. Step-by-step submission process
5. Submission deadlines
6. Finding theses & dissertations in the library catalogue and databases
Thesis Research Registration

**Q:** What is Thesis Research?

**A:** A semester-based registration category used to give students who are working on a thesis or dissertation full-time enrollment status.

**SECTION 1**

Fall/Spring: *DEPT 999-01*
Summer: *DEPT 999-61*

- for students who have completed all coursework
- cost is $2,750/semester
- free of charge during the summer

**SECTION 3**

Ex: *DEPT 999-03*

- for students who are pursuing coursework and research, and who need full-time status
- not required if students do not need full-time status
- no charge

**SECTION 5**

Ex: *DEPT 999-05*

- for students who have completed all coursework AND who have been appointed as Teaching Associates
- no charge
**GSAS Thesis Research Registration Process & Timeline**

REGISTRATION DATES:
**November 1-4:** Continuing students automatically registered for Thesis Research, Section 1 for Spring semester
**March 26-30:** Continuing students automatically registered for Thesis Research, Section 1 for Fall semester
**April 23-27:** Optional registration for summer thesis research

PLEASE NOTE:
- Students required to register themselves for Thesis Research the first semester
- Students can drop Thesis Research via MyAccess during Add/Drop
A Hot Tip for Those Procrastinators...

The last day to defend without paying for another semester of Thesis Research is the final day before classes start in the new semester.

Example: Fall 2013 classes begin on August 29; therefore August 28th is the last day to defend
Continuous Registration

Q: What is Continuous Registration?
A: A “placeholder” registration category that keeps students active in the system; fulfills GSAS requirement that students maintain active registration

SECTION 1
Fall/Spring/Summer
DEPT 991-01/992-01/991-61
• for students in non-thesis masters programs who are studying for comprehensive exams, language exams, or finishing a masters research paper
• used without other registration
• conveys half-time status
• limit of two semesters
• costs $1,375/semester, free in summer

SECTION 2
Fall/Spring/Summer
DEPT 991-02/992-02/991-61
• for students who have finished all degree requirements except for incomplete grades, who have already defended, and anyone who is waiting to graduate (i.e. missed graduation application deadline)
• GSAS permission required
• conveys less than half-time status
• no semester limit
• free of charge
First Stop for Thesis & Dissertation Writers

The Graduate School website! Click on “Academics” at the top of grad.georgetown.edu, then on “Dissertation and Thesis Information”

- Formatting templates
- Checklists for writers
- Links to upload work
- .... And so much more!
Required Thesis/Dissertation Paperwork

All forms are available to download at:
http://grad.georgetown.edu/academics/academic-forms/

**Thesis/Dissertation Proposal Form**
No “official” GSAS deadline for submission. We recommend that students submit “as soon as possible.” Students who require IRB approval should submit a copy of the IRB approval memo with the proposal. OK to write “IRB approval pending” and submit once approved.

**Doctoral Dissertation Reviewers Report (Ph.D. students only)**
Student must submit form and email abstract to GSAS one week prior to defense. Used to schedule student’s defense onto the Georgetown University master calendar.

**Thesis/Dissertation Defense Ballot (required for Ph.D., optional for Masters)**
Submitted directly to the Registrar’s Office. Do not allow students to handle ballots!

**Thesis/Dissertation Cover Sheet**
Signed by committee members. **Required before GSAS can review formatting.** No longer needs to be submitted on bond paper.

**ETD Release Form**
Gives Georgetown permission to publish* student work electronically. Not optional!

**DON’T FORGET: WE ACCEPT ELECTRONIC SIGNATURES!**
We Accept Electronic Signatures!

- Can be scanned/faxed/emailed
- Can come in separately (i.e. everyone signs their own form)
- Must be sent from a georgetown.edu email account
- External reviewers must sent from respective organizational account
- Administrators can vouch for identity if not a Georgetown staff member and no organizational affiliation
- We prefer that students/depts. compile signatures and submit all at once
- Send everything to gradstudentservices@georgetown.edu
Guidelines for Dissertation and Thesis Writers: PDF Document

- Accessible on GSAS website: Current Students → Theses and Dissertations
- Essential read for all thesis & dissertation writers
- Refer students to FAQ and Common Mistakes to Avoid
- Contains example formatted pages
- Anything formatting issue that is not addressed = no GSAS policy on the issue
- Very exciting read; highly recommended!
Thesis/Dissertation Templates

- Pre-formatted templates available! Use is suggested, not required
- Can save students (and administrators!) time and grief
- Reduces formatting errors by 95%
- GSAS does not provide technical support; use at own risk
- Templates are not perfect; will not work for all students & systems

MS-Word 7 template
- PC only
- Will not work in any other MS Word release

\textit{LATEX}

Software used by Economics, Computer Science, Physics
ProQuest: Our Electronic Publisher
http://www.etdadmin.com

HELPFUL RESOURCES PROVIDED BY PROQUEST INCLUDE INFORMATION ON:

- Publishing options
- Copyright
- Converting documents to PDF
- Attaching supplemental files
- How to use the ETD site

Technical support is available!
Demo ETD Site for Administrators

See what the student sees/does during the submission process:
http://www.etdadmin.com/cgi-bin/main/demo
Thesis/Dissertation Submission Process

STUDENT ROLE

- Student toils seemingly endlessly, writing work of great academic merit
- Student compiles all necessary paperwork and obtains signatures
- Student submits paperwork to GSAS
- Student creates account on www.etdadmin.com and follows a step-by-step, guided process to prepare work for submission and publication
  - Selects publishing options, adds keywords
  - Can start, finish later, upload multiple drafts and change options before submitting
- Uploads work electronically (no paper copies required or accepted by ProQuest or GSAS)
- Waits for work to be reviewed
- Makes any required edits and re-submits
- Celebrates completion of personal opus

Hard-working thesis/dissertation writer

• GSAS notified of submissions (new or revised)
• Submission reviewed within 3 business days (if we have all required paperwork)
• Work reviewed in order received (up to 150 submissions in queue in April; advise early submission!)
• Decision made: “Accept” or “Revisions required”
• Student notified of decision immediately via email. Email includes link to log in and re-submit
• If approved, GSAS electronically delivers submission to ProQuest
• Student receives email notification of delivery (immediate) and then publishing (within about two weeks)

Pagination requires minor revisions. Please refer to p. 8 of the Guidelines for Dissertation & Thesis Writers

Sarah M. at GSAS
What does GSAS check?

- Does the formatted work match our template?
- Does the student’s name in the document match their name in Banner?
- Are the required pages included (e.g. title page)?
- Are the sections in the right order?
- Is the page numbering correct?
- Does every page have a number?
- Do the headers in the table of contents match the headers in the document?
- Is there a bibliography/works cited section?
- Any other obvious errors (e.g. figures transposed on top of text)
Questions best addressed with faculty/committee members:

**ANY & ALL ISSUES RELATED TO CONTENT!**

• What publishing options should I choose?
• Do I need an embargo? If so, what embargo length should I select?
• How should I format my footnotes/citations/bibliography?
• Should I apply for copyright?
Submission Deadlines
(all months except May & December)

MONTHLY GRADUATION

• All submissions must be complete and all edits finished by 11:59 p.m. on the final day of the month
• Failure to make edits or re-submit will delay graduation to the next available month
• We are STRICT about this!

1. SUBMIT EARLY!
2. DO YOUR EDITS!
3. CELEBRATE!!
End of Semester Submission Deadlines

**DECEMBER GRADUATION**

- Recommended deadline of 5 p.m., December 19\(^{th}\)
- Can be submitted up until 11:59 p.m. on December 31\(^{st}\), but work may not be reviewed in time for student to make edits prior to university closing for the holidays

**MAY GRADUATION**

- All submissions must be *approved* by 5 p.m. on first business day of May.
- Due to high volume, we recommend submission by April 25\(^{th}\). This gives us time to review the work and students time to submit any required revisions
- Work submitted after the May 1 deadline will not be reviewed until July for July graduation
Ask these questions in advance!
Common areas of miscommunication

• What are our departmental deadlines? Are they appropriate in relation to GSAS deadlines?
• Are the students, advisors, committee members, faculty, and administrators all on the same page with both DEPARTMENTAL AND GRADUATE SCHOOL deadlines?
• Who is responsible for obtaining signatures on the cover sheet? Who submits the sheet to GSAS?
• Does everyone understand the repercussions of missing deadlines?
• Is everyone aware of the GSAS resources for thesis/dissertation writers?
• Who is the appropriate person to provide students with guidance re: what style guide to choose?
All Theses/Dissertations are accessible via GEORGE (library catalog)

• Students can select a variety of publishing options that restrict or enable content
• Library content is a “snapshot” – any changes made with ProQuest after publishing are not reflected on library site; student must contact GSAS
2008 to Present: Searching for groups of Theses/Dissertations

Q: How do I find all of the Public Policy theses from the class of 2009?

A: Visit the Library’s Thesis/Dissertation database

- library.georgetown.edu
- Select “Articles, Databases, and Journals”
- Select “Databases A-Z, then click on “D”
- Select “Dissertations and Theses”
Be sure to select the comprehensive Georgetown Database!

Extensive search capabilities!
- Normal parameters available (author, date, keywords),
- Others that may be useful for grants, departmental data, etc.:
  - Masters or Doctoral work
  - Advisor
  - Subject area
  - References used
Theses/Dissertations Submitted Prior to 2008

To find groups of theses or dissertations published before university-wide conversion to ETD in 2008 (and prior), you have to search via the OLD Library catalog, “George Classic”
Finding all theses

You can search by author, publishing date, category, keywords, etc.

Be sure to select “Theses” in the “Material type” list, otherwise it will not pull up your results.
Resources for Administrators

#1 Resource: The Graduate School website:  http://grad.georgetown.edu

http://grad.georgetown.edu/academics/policies/
Contains all academic policies!

gradstudentservices@georgetown.edu
Direct all general questions/requests here!

Graduate School Calendar for administrators: see attached!
Academic Year Calendar: (including lots of deadlines):  http://registrar.georgetown.edu/calendars
Registrar’s Office website:  http://registrar.georgetown.edu
MyAccess: http://myaccess.georgetown.edu
Student Accounts: http://studentaccounts.georgetown.edu