

Thesis/Dissertation Signature Page Checklist

<p>Actions required <u>PRIOR</u> to the final defense</p>
<ul style="list-style-type: none"> • Send signature page to the Library for approval of format and names/titles
<p>Actions required <u>AFTER</u> the final defense</p>
<ul style="list-style-type: none"> • Ask present committee members to sign the signature page(s) prior to leaving the defense if they are agreeable. The major professor should only sign if there are no requested changes. <ul style="list-style-type: none"> ○ If applicable, send a scanned copy of the signature page to any committee members not physically present.
<ul style="list-style-type: none"> • Once all committee members have signed, ask the graduate coordinator to sign the signature page.
<ul style="list-style-type: none"> • Complete the Bagley College of Engineering Exit Survey online at http://www.bagley.msstate.edu/forms/bcoeprograms/gradexit
<ul style="list-style-type: none"> • Print a copy of the completed survey and ask the major professor to sign it.
<ul style="list-style-type: none"> • Print a copy of the title page and abstract.
<ul style="list-style-type: none"> • For PhD students only, complete the Survey of Earned Doctorates. Please visit the Thesis/Dissertation webpage at http://www.grad.msstate.edu/current-students/thesis-dissertation/, or go directly to the site to complete the survey (https://sed.norc.org/showRegister.do).
<ul style="list-style-type: none"> • Print a copy of the email verification you received notifying the survey is complete.
<ul style="list-style-type: none"> • Bring a copy of the following to the Dean's office in 250 McCain: <ul style="list-style-type: none"> <input type="checkbox"/> The signed signature page(s) <input type="checkbox"/> BCoE Graduate Exit Survey signed (by the major professor) <input type="checkbox"/> Copy of the title page <input type="checkbox"/> Copy of the abstract (correctly formatted per the ETD guidelines) <input type="checkbox"/> Copy of the Survey of Earned Doctorates verification email (Doctoral students only) <p><i>It is recommended that you bring these to the Dean's office 5 days prior to any deadline to ensure that you meet all Graduate Calendar deadlines. The dean's office will need to review and log these materials prior to you getting them back, so do not plan to wait on the signature page.</i></p>
<ul style="list-style-type: none"> • After you receive an email notification from the Dean's office, pick up your signed signature page(s), and deliver them to the Library. <ul style="list-style-type: none"> ○ Distance students will have their materials sent to the Library by the Dean's office. Please notify the Dean's office if the signature page is for a distance student.