

**University Dissertation and Thesis Services**  
**Checklist for GMU Students Completing a Thesis**

1. \_\_\_\_ You must be registered in a GMU thesis research course in your discipline (course number 799).

*1-2 Months Prior to Submission*

2. \_\_\_\_ Submit a draft of your thesis on plain paper and a Transmittal Sheet (first half completed) to the Dissertation and Theses Coordinator in Fenwick Library for format review. This should be done by early April for May graduation, by mid-June for August, and by early November for January. Transmittal Sheet and other information is available at the following website address:

**<http://thesis.gmu.edu>**

3. \_\_\_\_ Select a date for submission of the final copy of your thesis. Deadlines are as follows:

- **5 P.M. on the Friday before the last day of Spring Semester classes** as published in the Schedule of Classes for May graduation and participation in Commencement Ceremony.
- **5 P.M. on the Friday before the last day of Summer Term or Fall Semester classes** for August or January graduation, respectively.

*Approval*

4. \_\_\_\_ Supply to each unit that must approve the thesis (e.g. committee, department, school):
- Final draft on plain paper.
  - Signature sheets (at least 2) on 20-24 lb.100% fiber (cotton or rag) paper.
5. \_\_\_\_ After approval & immediately prior to submission:
- Assure that all final signatures have been received on each of two copies, in black ink, on 20-24 lb.100% fiber (cotton or rag) paper.

*Submission*

6. A. \_\_\_\_ **Traditional Submission Option**  
Submit to Fenwick Library (UDTS Room C-201):
- Two copies of thesis on 100% cotton bond paper. Two completed signature sheets.
  - Completed Transmittal Sheet.
6. B. \_\_\_\_ **etd @ Mason Submission Option**  
Submit to Fenwick Library (UDTS Room C-201):
- One copy of thesis on 100% cotton bond paper. One completed signature sheet.
  - One PDF version on CD.
  - Completed Transmittal Sheet.
  - Completed ETD Submission Form.
  - Completed MARS Agreement.