

## Target Submission Dates to Thesis Processing Office:\*

- “Initial Draft” means three chapters formatted in a template, a distribution statement on the cover, and at least a partial list of references. A distribution statement is required; it determines processor assignment and Turnitin eligibility.
  - Only CHDS students working with an approved editor are excused from an Initial Draft review, hereafter called an “Initial Review.”
- “Final Draft” means 1) the thesis has undergone an Initial Review (see previous bullet for exceptions), 2) the Release Form has been signed by all people listed on p. iii of your thesis, and 3) all documents (thesis, Thesis Release Form, Final Draft Checklist and Publication Announcement List) have been uploaded to SharePoint. Thesis Processing will not conduct a Final Draft review, hereafter called a “Final Review,” before receipt of a fully signed Release Form.

A minimum of 4 business days is required for Final Review. Final Draft submissions later than 4 business days before detach date require that an extension be filed. By NPS policy, military and international students must either have their TPO thesis final acceptance email by their detach date, or must file for an extension by their detach date.

If you were instructed to resubmit for another (“Near-final Draft”) Turnitin review, you must have this done before submitting for Final Review with your thesis processor. Turnaround time for a Near-final Draft Turnitin review is five business days. Do not sign your Thesis Release Form until you have passed your TII review. By signing your thesis release form, you attest that your thesis meets Honor Code requirements, including being free of plagiarism.

\*Academic departments may have submission dates that are earlier than those of Thesis Processing.

## High-Risk Submission Dates:

- Students submitting for Final Review *fewer than four business days before graduation day* should be advised that next- or second-day turnaround is rarely, if ever, possible. Depending on the number of late submissions we receive, some papers turned in during this time may need to be processed during the “grace week” after graduation (the Academic Council deadline for thesis completion is the Friday after graduation). This means you might have to use an extension as a “placeholder” between the time you depart NPS and when your thesis is accepted during grace week. Conversely, if you will be remaining in the area during grace week (or are a DL student) an extension is not necessary. Please check with your military representative, program officer, and/or ed tech on whether you should file an extension.

- **The last day we accept an Initial Draft is no later than 5 p.m. on the Monday of graduation week.** Thesis completion is *not* guaranteed; student should file an extension as a precaution.
- **The last day we accept a Final Draft is no later than 5 p.m. the Monday after graduation day. An extension is required if submitting a Final Draft any time between 5 pm graduation day and 5 pm the following Monday.**

**Other Important Dates:**

- Graduation Day—Student Services and International Program Office closes early.
- Thesis acceptance letters may not be issued after the Friday following graduation, per the Academic Council. (For the December class, this deadline is three Fridays after graduation.)
- Detach Date—By NPS policy, military and international students must either have their thesis acceptance letter by their detach date, or must file for an extension by their detach date. Students should make their advisory team aware of early detach dates. Those departing before graduation day will be expected to provide proof of departure date in writing. Final Draft deadline for early departures is four business days prior to leaving NPS.

**How we work:** Each thesis is carefully reviewed by a thesis processor. Expect a turnaround time of 4 to 8 business days. Turnaround time for a Turnitin review is five business days. During times of heavy volume, such as immediately after the target submission dates, turnaround times could lean long (6 to 8 days). *Resident* international and military students who meet target dates have priority processing. *DL*, *extension*, and *staff* students who meet target dates are highly likely to receive their thesis acceptance by close of business on graduation day, but in times of extremely heavy volume, processing of these types of theses will be pushed to the week after graduation (thesis acceptance letters are issued until the Friday after graduation).

Incomplete submissions (failing to list a distribution statement, upload required forms, remove track changes, identify a citation style, etc.) are returned to the student, who must resubmit. A resubmission will lose its original place in line and will be treated as a new submission.

Theses are processed for the current graduating class only. Students submitting for a future graduation will be instructed to resubmit during the quarter in which they plan to graduate. We resume thesis reviews about one month into each quarter, because the first few weeks after graduation are spent closing out the previous quarter.