# Thesis and Dissertation Process Overview Workshop Transcript

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Wesley Kapp: Okay, so this is our Thesis and Dissertation Process Overview presentation, and this has been updated for the fall of 2025.

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00:00:14.260 --> 00:00:26.879

Wesley Kapp: So, the first thing to keep in mind is that, the process is a little bit different depending on whether or not you're doing a thesis or a dissertation.

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Wesley Kapp: So this Milestone Workflow kind of gives you the general information of where to start and then where to go.

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Wesley Kapp: And so planning, just developing your research idea, identifying your faculty chair, learning about IRB,

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Wesley Kapp: And if you need to do an IRB or not. And then getting into your prospectus, research, review, and graduation. So we're going to go into all of these items more in detail, but this is just kind of a helpful resource to think about where you are and where you need to get to.

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Wesley Kapp: So, your responsibilities as a student are to end up, with a high-quality and publishable manuscript to finish in a timely manner, to communicate with your committee throughout the process.

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Wesley Kapp: Your chair's responsibility is going to be to mentor you throughout the process, schedule the defense, and share the date with the community, and then submit the final draft to the graduate school.

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Wesley Kapp: I think it's important for students to remember that, they need to advocate for themselves throughout this process. This is one of those things where, you're… you'll be really expected to kind of, like, own your thesis or dissertation project, and,

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00:01:48.370 --> 00:02:03.009

Wesley Kapp: You might be the one scheduling meetings and, getting together with your chair and checking in with your committee, and so just make sure that you, are owning that and really, kind of being your own advocate.

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Wesley Kapp: So…

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Wesley Kapp: An important thing to think about with your committee chair and your committee selection is that you want to start thinking about this early. So if you're in a two-year program, start thinking about it as soon as you start taking classes and getting to know your professors.

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Wesley Kapp: Talk to your professors, talk to people who

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Wesley Kapp: might be studying or researching a similar subject that you're interested in, and, try to figure out who that committee chair is early on. And this kind of varies by program. Some programs have, like, a specific way that they go about.

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00:02:47.770 --> 00:02:59.559

Wesley Kapp: for students to select their committee chairs, others don't, and so it's just really important to check in with your program director if you're not sure. But your committee chair should

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Wesley Kapp: typically, almost always, have full graduate faculty status, and talk to your program director if you aren't sure about this, but it's just important to make sure. And they should be aware, like, your professors should be aware of that as well, and know if they can be a committee chair or not.

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00:03:16.700 --> 00:03:22.919

Wesley Kapp: And then, once you have your committee chair selected, talk to them about

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Wesley Kapp: who might be a good fit for the rest of your committee. Other people to talk to might be students or other faculty, your program director, they might have good recommendations as well, so just start with who you know and go from there.

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00:03:36.870 --> 00:03:44.440

Wesley Kapp: And everyone's here to support you and help you, so I think, once you get the process started.

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Wesley Kapp: You should be able to figure it out, and people will be willing to help you.

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Wesley Kapp: So…

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00:03:52.580 --> 00:04:14.669

Wesley Kapp: Please wait to fill out a special course form. You'll need to… for most programs, you fill out a special course form to, sign up for your thesis or dissertation hours. Make sure that you wait until after your form has been approved--your committee form has been approved by the graduate school, because you won't be able to sign up for those hours until then.

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00:04:14.670 --> 00:04:16.399

Wesley Kapp: And so,

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Wesley Kapp: It just helps the flow of, like, the internal process of if you're submitting your committee form first, waiting to fill out that special course form until you've been approved, and that way.

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Wesley Kapp: Ben, who does a special course for him, is, like, knows that you're good to go, and he doesn't have to, like, hold your application forever.

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Wesley Kapp: So, the thesis and the dissertation committee formation are a little different, and it's really just, like, the requirements that you've trained to the graduate school differ a little bit. And so, for your thesis, once your committee is selected and you've met the requirements for candidacy.

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Wesley Kapp: Your committee chair will submit the thesis committee form for you, and you can only sign up for your thesis hours after the form has been approved, which means that the graduate school just checks to make sure that everyone has grad faculty status and that everything's in order on that side of things.

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Wesley Kapp: And then you'll get an email, from [thesis@appstate.edu](mailto:thesis@appstate.edu) that says

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00:05:21.020 --> 00:05:24.810

Wesley Kapp: that your committee's been approved, you can sign up for,

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00:05:25.270 --> 00:05:34.180

Wesley Kapp: You can fill out a special course form to sign up for thesis hours, and it'll give you some more instructions about what to look for, for the thesis process.

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Wesley Kapp: So it used to be that you would be required to turn in your prospectus or proposal and your IRB information or attestation when you submitted your committee forms for the thesis.

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Wesley Kapp: That's no longer required for thesis students.

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Wesley Kapp: But that is still handled at the program level, so you'll probably still be expected to do those things, but it will be handled by your program, and you will not have to submit that information to the grad school.

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Wesley Kapp: However, if you're a doctorate student and you're doing a dissertation.

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Wesley Kapp: You will be required to still turn in your dissertation committee form, and at the same time that you turn in that committee form.

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Wesley Kapp: or your chair turns in your committee form, they'll be asked to turn in your prospectus or proposal, your IRB information, or your attestation. And you can only sign up for your dissertation hours after you've submitted those materials and your committee form has been approved.

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Wesley Kapp: So dissertation requires a few more, items to get approval, and just remember that's only if you're doing a doctoral program.

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Wesley Kapp: Okay.

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Wesley Kapp: So… once you have your committee figured out, and you've got your hours figured out, you're gonna start…

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Wesley Kapp: Doing the prep work, and the research, and things like that. So it's important early on to determine your style guide, or journal requirements, and so that could be, like, APA format, or MLA, or Chicago, or AMA. We allow students to work in whatever style is typical with their

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Wesley Kapp: subject, or if you know that you're going to submit your thesis or dissertation or part of it for publication later on, and you want to write to the style of the journal that you are submitting, you're allowed to do that as well. You just have to let us know.

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Wesley Kapp: So, once you figure that out, that'll help you with citations as you're researching and taking notes and compiling your references to go ahead and know what style guide you're using.

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Wesley Kapp: Know your deadlines. So the link here goes to the Graduate School website, which is, like… and then there's, like, a student section that's all about thesis and dissertation, and all of the deadlines are posted there.

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Wesley Kapp: And then, you also want to think about research protections. So, if your research involves human subjects, animals, biosafety, responsible conduct, intellectual property, export controls, conflict of interest, things like that.

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Wesley Kapp: You might need to look into research protections. Your committee chair should be aware of what you need.

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Wesley Kapp: And help you with that. It'll also be helpful to review the thesis and dissertation handbook, and again, that's linked here, oops, as well.

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Wesley Kapp: Sorry.

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Wesley Kapp: And the thesis and dissertation handbook has a lot of helpful information of just, like, basic formatting for thesis and dissertation manuscripts. It's not like… some of it is more of just, like, samples.

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Wesley Kapp: And not requirements, and then some of it has specific requirements, from the grad school, and so it's really important to look through that document.

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Wesley Kapp: And that document also has links to our formatting templates, and so there's a template for the dissertation and a separate template for thesis manuscripts, and I would recommend, downloading them, and then

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Wesley Kapp: using them to start your document, essentially. You could also, like, copy and paste your chapters into there.

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Wesley Kapp: But I would definitely use the template as, like, your… like, fill in your information on that template, because it'll make it a lot easier for you, because all the spacing is already set up. We already have,

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Wesley Kapp: style set up in APA, just because that's the most commonly used style.

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Wesley Kapp: And so everything's essentially already set up for you to make it really easy for you to do your headers and things like that. And so I have to… and then, like, all the front matter, those first, like, 5 to 7 pages are already filled out for you, and you just have to put in your information, and so it makes it a lot easier.

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Wesley Kapp: The other thing that is kind of new is that you have to track your AI usage, so you're required, by Open AIR, which is the repository where all of the thesis and dissertation manuscripts, live.

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Wesley Kapp: And they require you to have an AI disclosure statement if you use AI. And so, it makes it a lot easier. The statement can be kind of specific, and so it makes a lot easier if

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00:10:44.920 --> 00:10:52.480

Wesley Kapp: you track your AI usage for that, early on, and that way you kind of know

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Wesley Kapp: the different times you used AI, especially if your project is, like, longer.

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Wesley Kapp: project. So AI usage would include, like, if you use a citation manager, or if you use it to, like, check your grammar, that, you would need to have an AI statement for that.

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Wesley Kapp: And so again, using the formatting template and the preset styles for accessibility will make it much easier for you to write your paper.

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Wesley Kapp: And to just ensure that all the formatting requirements are met.

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Wesley Kapp: And I have a little bit more information about that later.

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Wesley Kapp: Okay, so research protections, depending on your subject, this is more or less applicable, but the Office of Research and Innovation provides ethical and regulatory oversight of research involving human participants, animals, and recombinant DNA.

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Wesley Kapp: So, if you need to go through the IRB process, talk to… talk with your committee chair and make sure that you're starting this early.

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Wesley Kapp: The IRB staff recommends starting 3 to 5 months in advance of your data collection, and so ideally, you want to work on the application for IRB and your prospectus simultaneously, and you should kind of turn in the IRB information and prospectus at the same time, would be your goal.

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Wesley Kapp: So, there's more links, all of these are links to more information about the IRB process and research protections.

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Wesley Kapp: There's a full information about the full review process. Your committee chair would be listed as a principal investigator.

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Wesley Kapp: And then there's also, like, links to the Student Corner, which just has a lot of, frequently asked questions that, and, like, helpful information about how to get started with the IRB.

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Wesley Kapp: So, other… these are kind of just other helpful tidbits, and links for you. And again, I'll send out this,

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Wesley Kapp: Presentation at the end. 70

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Wesley Kapp: Or tomorrow, probably. So, Research Advisory Program, or RAP, you can make an appointment with the library.

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Wesley Kapp: They have, librarians dedicated to, like, every subject, essentially, and so it can be super helpful if you're just not sure where to start your research, or you want some additional information.

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Wesley Kapp: they can give you a lot of guidance. So I definitely recommend taking advantage of that.

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Wesley Kapp: You also have options for some research funding, so if you have a conference that you really want to go to, or, you need to buy specific supplies or something like that, you may be able to apply for a GSGA award, or funding with the Office of Student Research. So those are just,

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Wesley Kapp: Both two very helpful and important funding opportunities to look into.

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Wesley Kapp: If you want help or guidance with writing, the Writing Center has appointments that you can make.

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Wesley Kapp: You can also check out their website for style guide information, grammar tips, and things like that.

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Wesley Kapp: And then, you can also make an appointment with me, the Graduate School Publications Social Projects Coordinator, and you can do that. Just email [thesis@appstate.edu,](mailto:thesis@appstate.edu) and I'm happy to meet with you, talk about formatting, or anything else.

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Wesley Kapp: And then we also have a grad student writing group every Thursday.

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Wesley Kapp: From 9 to 11, and we meet next to the Writing Center, and I'm always there, and a Writing Center rep… representative is always there, and so if you just wanted to drop in and either just have some dedicated writing time, or if you had some questions that you wanted to ask, we'll be there.

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Wesley Kapp: And then we do workshops like this, and we try to record them and share them as well, so you can have access to that information.

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Wesley Kapp: So… I'm kind of speeding through this, so again, let me know if you have any questions.

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Wesley Kapp: But a few things about formatting. So again, we have the formatting templates that we provide in the Thesis and Dissertation Handbook on that Thesis and Dissertation webpage. And when you open your formatting template, you'll notice there's, like, a signature page,

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Wesley Kapp: And you do want to keep that. You won't have to get, like, wet signatures or signatures at all on that page, actually, because you… they… your committee signs a different

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00:15:37.030 --> 00:15:52.520

Wesley Kapp: form, but you want to keep that page there. And then, you'll see there's a part on the template that says the month and the year, and you list the month that you graduate, not the month that you defend.

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Wesley Kapp: And so, it would only… your only options are August, December, or May.

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Wesley Kapp: The other things, using Styles, like we talked about before, will make formatting easier.

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Wesley Kapp: And there is a video posted on that thesis and dissertation webpage, and it's also listed in the Thesis and Dissertation Handbook, and that shows you how to use the updated templates to make your, manuscript accessible, which is also a new requirement for Open AIR, since those will be, like,

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Wesley Kapp: posted to the public, they have to be accessible manuscripts, and so using styles is going to really, like, help you

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Wesley Kapp: get your final document in good shape to be accessible. Which just means that, like, a digital screen reader can read it.

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00:16:44.870 --> 00:16:52.560

Wesley Kapp: So, you also need to have alt text for any figures.

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00:16:52.780 --> 00:16:55.319

Wesley Kapp: And so that's important to remember,

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Wesley Kapp: Typically, when you have a figure in the manuscript, it should be adequately described.

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Wesley Kapp: as you're talking about it and presenting it. And so you don't need to, like, retype all of the information if you already adequately describe it in your text, which you should be doing. And so the alt text can be, like, a shorter description or the title of what it is.

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00:17:22.140 --> 00:17:27.050

Wesley Kapp: And then if you have a screenshot, though, a lot of people,

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00:17:27.069 --> 00:17:34.290

Wesley Kapp: I notice will put, like, a screenshot in their Appendix to…

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00:17:34.290 --> 00:17:49.840

Wesley Kapp: you know, show a form or something that they gave to participants, study participants, or something like that. And so, make sure that you know if you have a

screenshot, you either have to retype everything

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00:17:50.060 --> 00:17:59.189

Wesley Kapp: that is written on that form in the screenshot for your alt text, or you might just want to retype the content of the form.

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Wesley Kapp: So then you don't have to, like, retype it as alt text. Either works, whatever you prefer, but just keep that in mind, that if it's a screenshot, you still have to provide alt text, because it's technically an image.

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00:18:13.770 --> 00:18:24.299

Wesley Kapp: Other things is that if you use a figure that you've adapted from another source, you need to get copyright permission. That's kind of like a non-negotiable

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00:18:24.430 --> 00:18:26.870

Wesley Kapp: And so,

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Wesley Kapp: make sure that you just keep that in mind. Most journals have it pretty, like, easily set up.

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00:18:34.040 --> 00:18:46.219

Wesley Kapp: And often, when you fill out the form, you need to just make sure that it says, for digital or print use, get permission for both, that way you're just covered.

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00:18:46.220 --> 00:18:54.409

Wesley Kapp: It's probably only needed for digital, but if you decide to get your manuscript bound or something like that, then it would be a good idea to have permission for both.

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00:18:56.370 --> 00:19:11.600

Wesley Kapp: And usually, you just fill out a form online, and you say that it's for your dissertation or thesis, and it's free. They don't make you… they typically don't make you pay for that if you put dissertation or thesis.

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00:19:11.740 --> 00:19:24.210

Wesley Kapp: And then you would just need to keep a copy of that permission for your

records, and so if something comes up, you're able to present and say, like, I'm covered, I have the permission.

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00:19:24.570 --> 00:19:40.669

Wesley Kapp: And so, usually I'll ask for that in the review process, or I'll say, hey, did you, kind of like, do you have this? Because you have to give a copyright attribution as well under the figure, and so I'll make sure that you have that. I might ask.

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00:19:40.670 --> 00:19:47.199

Wesley Kapp: Do you have… do you have permission, or did you get your permission? Just to make sure that you're covered,

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00:19:47.200 --> 00:19:49.219

Wesley Kapp: And that nothing comes up later.

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00:19:49.390 --> 00:19:51.020

Wesley Kapp: And,

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00:19:51.250 --> 00:19:59.769

Wesley Kapp: The other thing is when you get to export it, you turn in your final manuscript as a PDF, and so just make sure that you say Save As.

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Wesley Kapp: to PDF instead of print to PDF, because if you save as, it'll properly export all of those heading styles and all text and everything, which helps make it accessible, whereas if you do print to PDF, it doesn't…

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00:20:18.330 --> 00:20:26.059

Wesley Kapp: export, all of that accessible, stuff. So just make sure you're doing Save As.

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00:20:27.200 --> 00:20:28.180

Wesley Kapp: Okay.

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Wesley Kapp: So, the last kind of bit here is finalizing. So, as you are getting to the point where you're finishing up your manuscript.

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00:20:40.520 --> 00:20:42.669

Wesley Kapp: You're reviewing it…

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00:20:42.670 --> 00:21:05.490

Wesley Kapp: before either submitting it to your committee, or maybe your committee's already looked over it, and you're just, like, double-checking everything. You want to make sure that you match your citations against your reference or bibliography list. So you shouldn't have any sources that are listed in your references that aren't cited in your paper, and vice versa. So that's one of the things that I'm always looking for.

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00:21:05.490 --> 00:21:17.309

Wesley Kapp: when I'm reviewing it, is I'm making sure that you are citing items properly, and that everything that you cite in your paper is listed in your reference list.

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Wesley Kapp: So it's helpful to check that before you submit it, and that way,

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00:21:22.960 --> 00:21:38.570

Wesley Kapp: you know, you're good to go, or maybe you miss one instead of, like, 10 or something. So that'll just kind of make that end review process easier for you. Also make sure that your headers are nested properly.

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00:21:38.660 --> 00:21:48.309

Wesley Kapp: And, that's another one that, kind of comes up a decent amount, where maybe you have, like, a level header

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00:21:49.760 --> 00:22:05.740

Wesley Kapp: 1, 2, and then it skips to 4, which you're not supposed to do, and that's also important, for accessibility, to make sure that they're nested properly. So check for that, and then check your page numbers, make sure that they have

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00:22:06.280 --> 00:22:12.409

Wesley Kapp: That you keep the page numbers in the template, because the page numbers in the first, like.

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00:22:12.600 --> 00:22:28.329

Wesley Kapp: from the first page, your Table of Contents are a Roman numeral, and then it changes. The first page of your actual chapter or manuscript should be page 1.

And if you use the template, it'll already have that set up for you.

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00:22:28.930 --> 00:22:38.510

Wesley Kapp: Other thing is to check your labels, for your figures and tables, and make sure that those are consistent and numbered in the correct order.

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00:22:38.590 --> 00:22:53.959

Wesley Kapp: A lot of times, like, a lot of this stuff is things that, like, you end up deleting or something, and then you forget, like, you're scrambling to finish, and you just, like, forget that, oh, I took this figure out, and I need to change the numbers, or…

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00:22:53.960 --> 00:23:05.949

Wesley Kapp: I need to, like, redo my Table of Contents, because my page number changes, and stuff like that. And you can set up your Table of Contents automatically, but you would still need to, like.

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00:23:06.310 --> 00:23:14.580

Wesley Kapp: redo it if… if a lot changed, or something like that. Sometimes it doesn't update automatically.

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Wesley Kapp: Other thing is just making sure that you're looking at your style guide or journal guidelines and following those. I will check for that. And then, again, those copyright attributions and permission records.

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00:23:27.490 --> 00:23:28.480

Wesley Kapp: Okay.

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00:23:28.670 --> 00:23:44.920

Wesley Kapp: And then a few other things, or, like, helpful information. Check the tips for a quick review sheet. That's a link to a PDF that just has more things, kind of some of the stuff we've already gone over, but that could be a good little, like, checklist for you.

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00:23:44.920 --> 00:23:50.929

Wesley Kapp: We'll have a formatting workshop coming up in a few weeks, and so if you wanna, like.

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Wesley Kapp: Pull out your manuscript, and go along, and make sure… fill in the information, and make sure that everything's formatted.

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Wesley Kapp: properly or ask questions about formatting, that would be a good workshop to attend. We also have, we offered that workshop a little earlier in the semester, so we do have a recording of that, that you can access as well.

134

00:24:12.580 --> 00:24:20.170

Wesley Kapp: And then, there is some information on Creative Commons licenses, and,

135

00:24:20.430 --> 00:24:29.759

Wesley Kapp: One of the things, when you submit your manuscript, you'll be asked to fill out a form, that's like an electronic

136

00:24:30.210 --> 00:24:47.910

Wesley Kapp: release form for OpenAir, which is the new library repository, and you have to sign the form, your committee and your department, representative have to sign the form, and it just certifies that, like, this is your approved manuscript.

137

00:24:47.910 --> 00:24:57.389

Wesley Kapp: And, that you agree to have it on open air. And so, you have some different options on open air to select in terms of, like.

138

00:24:57.390 --> 00:25:11.619

Wesley Kapp: if you want full copyright or Creative Commons license, and so this, link just explains those different options for you and what your choices are. So that can be helpful to look into before you, submit that form.

139

00:25:11.650 --> 00:25:17.120

Wesley Kapp: To kind of know… What makes the most sense for you.

140

00:25:17.380 --> 00:25:21.869

Wesley Kapp: That form also has information about an embargo.

141

00:25:22.150 --> 00:25:25.820

Wesley Kapp: Which I'll talk about in just a second. So, the final timeline…

142

00:25:25.970 --> 00:25:35.559

Wesley Kapp: This has those dates and everything on it. So you submit a copy of your manuscript to the committee at at least 8 weeks before commencement, roughly.

143

00:25:35.630 --> 00:25:48.649

Wesley Kapp: And then you hold your defense at least 6 weeks before commencement. And like, so the final deadline for that, for the fall, is November 7th.

144

00:25:48.710 --> 00:25:54.289

Wesley Kapp: For the spring, it's March 27th, and for the summer, it's June 19th.

145

00:25:54.290 --> 00:26:11.540

Wesley Kapp: And then after you have your defense, make any final changes suggested by your committee. You need to obtain signatures on the Open AIR ETD release form that we just talked about, and submit a copy of the signed form and your finalized manuscript to [thesis@appstate.edu.](mailto:thesis@appstate.edu)

146

00:26:12.190 --> 00:26:26.760

Wesley Kapp: And so that form will have the option where you can put an embargo, which means that you can block it from release for a specific amount of time, and so that just means, like, if you're seeking publication, and you don't want,

147

00:26:26.760 --> 00:26:36.309

Wesley Kapp: your manuscript to be posted in an open access, repository. You can, like, block it for a year, or,

148

00:26:36.320 --> 00:26:37.540

Wesley Kapp: So on and…

149

00:26:37.770 --> 00:26:52.599

Wesley Kapp: so forth, less time or more time. Just make sure that you keep track of when your embargo is going to be released. So if you need more time, it's your responsibility to contact the library and let them know.

150

00:26:52.600 --> 00:27:09.650

Wesley Kapp: And so you just want to keep track of that. So, if you need to extend it, you can do that, but just know that you're the one that has to contact them. They're not

going to reach out to you at the end of that period and ask you if it's okay to release it. They'll just release it unless they hear otherwise.

151

00:27:09.850 --> 00:27:13.070

Wesley Kapp: And so… that…

152

00:27:13.210 --> 00:27:31.139

Wesley Kapp: due date, so once you've done all your final edits by your committee, you have to turn in your manuscript by November 21st for the fall, April 10th for the spring, or July 6th for the summer. And then you're going to have a short window, so if you can submit it earlier.

153

00:27:31.470 --> 00:27:51.180

Wesley Kapp: do it. I would recommend it, because, during that review period, we have a lot of manuscripts to review in a short amount of time, and we typically do them as, like, as they come in. So the earlier, if you can get it in a little earlier, that's going to be good for you, because it'll get reviewed faster.

154

00:27:51.180 --> 00:28:00.050

Wesley Kapp: And then you complete… you'll probably get it back, and you'll have some edits.

155

00:28:00.500 --> 00:28:15.720

Wesley Kapp: some more than others, depending on how many of those things you missed that we talked about before, and so, you know, doing those, checking your references against the citations and stuff like that, and making sure you're following your style guide is all going to help you.

156

00:28:16.110 --> 00:28:22.890

Wesley Kapp: And so I'll give you edits for formatting, stuff like that, and making sure that your

157

00:28:23.650 --> 00:28:33.639

Wesley Kapp: front matter is formatted, making sure it's accessible, and making sure you have those copyright attributions and things like that. And then…

158

00:28:34.030 --> 00:28:46.550

Wesley Kapp: you'll have to complete any edits by those… the fi… the completed deadline, which is, December 11th for the fall, May 6th for…

159

00:28:46.770 --> 00:28:52.749

Wesley Kapp: the spring and July 31st for the summer. Again.

160

00:28:52.950 --> 00:29:08.340

Wesley Kapp: when you get those edits back, I would try to turn in your manuscript, with those edits as early as possible, because there might be, like, a few more things that you missed or something, so I wouldn't wait until that,

161

00:29:08.860 --> 00:29:22.270

Wesley Kapp: completed deadline, this last deadline to turn them in, just because there might be, like, a few more things. So the sooner you can get it back to me, the better.

And that way, if you have any other things that you, like, might have missed, or just that…

162

00:29:22.270 --> 00:29:35.290

Wesley Kapp: you know, I noticed that came up, or sometimes, like, you make an edit, and then it messes something else up. So just making sure that you try to turn it in, those edits in, earlier as well.

163

00:29:35.290 --> 00:29:49.719

Wesley Kapp: Just in case you have a few more things that you have to address after. And, you're also welcome, like, I'm available for office hours or Zoom appointments if you have questions during that time, or you get my…

164

00:29:49.720 --> 00:29:58.550

Wesley Kapp: feedback, and you're like, this doesn't make sense, I'm, like, more than happy to meet with you and talk to you about it. And,

165

00:29:58.630 --> 00:30:00.109

Wesley Kapp: Help you figure out

166

00:30:00.130 --> 00:30:17.130

Wesley Kapp: what to do, or just show you how to do something if you're like, I don't know how to make this change, because, you know, Word is weird or something. I'm more than happy to help you do that. And so just know that you're welcome to, like, make an appointment with me. And also sometimes, like.

167

00:30:17.130 --> 00:30:26.299

Wesley Kapp: I'm, you know… and my… you're like, why did you put this highlight here? And I'm like, I don't know either, because I looked at, you know.

168

00:30:27.240 --> 00:30:40.529

Wesley Kapp: 8 other manuscripts today, and I just, like, went a little… like, put a highlight there, and I don't know why. And so… so you're always welcome to ask questions, just in case something like that comes up.

169

00:30:41.070 --> 00:30:56.080

Wesley Kapp: So, if you have, more questions, or you want to make an appointment anytime, it doesn't have to be during the review period. If you want me to look over your manuscript before you turn it in, to your committee, I'm happy to do that.

170

00:30:56.080 --> 00:31:16.089

Wesley Kapp: So you can email [thesis@appstate.edu](mailto:thesis@appstate.edu) to set up an appointment. You can also drop in to the grad student writing group on Thursdays from 9 to 11. It's 204H Belk Library. Again, it's, like, down the hallway, right next to the Writing Center. And if you're looking at the Writing Center, it's on the left.

171

00:31:16.510 --> 00:31:25.660

Wesley Kapp: And that's just drop-in, you don't have to register, you can just come by, ask your questions, or you can register if you want to.

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00:31:26.290 --> 00:31:41.710

Wesley Kapp: We also have more workshops listed on the Graduate School Events page, so make sure that you check that page. And some of those are just professional development, some of those are more, like, wellness geared, and so those can be helpful to attend.

173

00:31:41.710 --> 00:31:56.289

Wesley Kapp: And then that formatting workshop I was talking about is October 23rd from 6 to 7, so that's in a few weeks. You can register on Engage. If you can't make it, and you still, still register.

174

00:31:56.290 --> 00:32:05.810

Wesley Kapp: if you want me to send you, like, the PowerPoint and the video afterwards, I always send them,

175

00:32:06.000 --> 00:32:23.079

Wesley Kapp: After, if… to anyone who's registered, essentially. So… and then again, we also have a recording of the one from September posted on the workshop page. Okay, so I'm gonna stop recording, and then if you have questions, let me know.