

THESIS SUBMISSION CHECKLIST

1. _____ The thesis is approved by student's Advisory Committee. The Thesis/Dissertation Transmittal Form is completed and signed by Advisory Committee Chair.
2. _____ Students admitted to their master's program in the Fall Semester 2004 or later are required to submit one copy of thesis (on regular paper), a signed Transmittal Form, and **two signed copies** of the signature page on acid-free bond paper to their department. Students admitted to their master's degree program prior to Fall Semester 2004 are to submit **three signed copies** of the signature pages on acid-free bond paper to their department.
3. _____ The department chair reviews the thesis, signs the signature pages (in **black ink**), and then forwards the thesis package to the Office of Graduate Studies for review. If excessive errors are identified by the Office of Graduate Studies, the manuscript will be returned to the student's department.
4. _____ The Office of Graduate Studies returns the marked original of the thesis to the student's academic department.
5. _____ The department returns the marked original to the student.
6. _____ The student and Advisory Committee Chair review all recommended changes.
7. _____ The student makes changes and submits the revised thesis, along with the marked original thesis, to the Office of Graduate Studies.
8. _____ The process is repeated until all changes have been satisfactorily made.
9. _____ If no major problems are found, the Dean of Graduate Studies signs signature pages and returns the approved final thesis to the student's academic department.
10. _____ The student or department submits copies of the approved final thesis with the original signature approval pages to the Serials Department of the John C. Pace Library. Students admitted to their master's degree program in Fall Semester 2004 or later are to submit two copies of the thesis on required paper, two signature pages, and a **final electronic version** of the thesis on a CD-ROM. Do not scan signed signature pages into the electronic version! Use the unsigned signature page instead. Students admitted to their master's degree program prior to Fall Semester 2004 are to submit three copies of the thesis with three signed signature pages on the required paper.

Revised: June 20, 2008

11. _____ Serials staff completes the Thesis Binding Form indicating receipt of the thesis and the number of copies received. The Thesis Binding Form is signed by Serials staff and the person delivering the thesis.
12. _____ A copy of the Thesis Binding Form is sent to the student's department and the Office of Graduate Studies. This signed form provides final clearance for processing the Completion of Thesis/Notice of Final Grade form for the granting of the degree.
13. _____ The Advisory Committee Chair submits a Completion of Thesis/Notice of Final Grade form to the department chair for processing. The department chair then forwards the signed form to the Office of Graduate Studies.
14. _____ Students conducting research requiring approval from the Institutional Review Board for Human Research Participants Protection (IRB) must submit the final IRB Progress Report to the Office of Research and Sponsored Programs.

Revised: June 20, 2008

**THE UNIVERSITY OF WEST FLORIDA
SCHOOL OF PSYCHOLOGICAL AND BEHAVIORAL SCIENCES
THESIS RESEARCH FORM**

Student Name: _____ **UWF ID #:** _____

Track: _____

Research Title: _____

COMMITTEE:

Chairperson

Member

Member

Member

RESEARCH PROPOSAL EVALUATION:

Meeting Date(s): _____

COMMITTEE APPROVAL SIGNATURES:

Chairperson

Date

Member

Date

Member

Date

Member

Date

HUMAN SUBJECTS OR ANIMAL WELFARE REVIEW (if data are to be collected):

Approval Date: _____ (attach copy to this form)

RESEARCH PROJECT COMPLETION AND ORALS:

COMMITTEE APPROVAL SIGNATURES

Chairperson

Date

Director

Date

Member

Date

Member

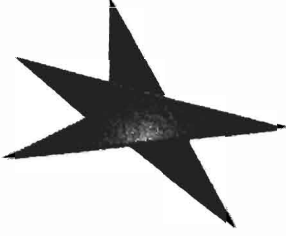
Date

Member

Date

Library Acceptance of Thesis Date

Note: There must be a minimum of two members from the Department of Psychology (includes joint appointees and faculty associates, but not adjuncts) on the committee. All members of the Thesis Committee must be informed of any changes in the project membership on the committee.



The University of West Florida
Office of Graduate Studies

Thesis/Dissertation Transmittal Form

_____ Date

1. Academic Unit (check one) College of Arts and Sciences
 College of Professional Studies
 Other

2. Department/Division _____

3. Type of Manuscript (check one) Thesis Dissertation

4. Style Guide Used _____

5. Student's Name _____

6. Phone _____
Work Home Cell

7. Email Address _____

8. Street Address _____

9. City/State/Zip _____

10. Manuscript Title _____

11. Attestation

This manuscript has been approved by the student's advisory committee and is ready for submission.

Advisory Committee Chair (please type)

Department Chair (please type)

Signature Date

Signature Date

THESIS BINDING FORM (ELECTRONIC SUBMISSION)
University of West Florida
John C. Pace Library, Serials Department

Name of Degree Candidate: _____

Title of Thesis: _____

College of: _____ Department of: _____

Instructions for shortened title: Only one line of type can be accommodated on the spine of your thesis. If your title and last name plus 2 separating spaces contain more than 65 letters and spaces, please provide a shortened title. 1) Starting with space 65, write your last name; 2) reserve the next two spaces to separate your name from the title; 3) the remaining spaces are available to shorten your title; 4) be sure to number spaces between words.

Shortened title: 65 64 63 62 61 60 59 58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42
41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14
13 12 11 10 9 8 7 6 5 4 3 2 1

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UWF ELECTRONIC THESIS/DISSERTATION SUBMISSION FORM

Author: _____
(Last Name) (First Name) (Middle Initial)

Check One: _____ Master's Thesis _____ Doctoral Dissertation

Title: _____

Date of Submission of Thesis/Dissertation (date on Title Page): _____

Date Degree to be conferred (Optional): (yyyy-mm-dd) _____

Name of the Department or Division granting the degree: _____

Please provide up to five major keywords or phrases that describe the content of your thesis/dissertation.

Name of Chair of Thesis/Dissertation Committee:

(Last Name) (First Name) (Middle Initial)

Names of other Committee Members (Last Name first):

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Please submit this form along with two required copies of your print thesis/dissertation and one electronic PDF version of your thesis/dissertation on a CD to:

Serials Department
 John C. Pace Library
 University of West Florida
 11000 University Parkway
 Pensacola, FL 32514

For additional information, contact the Serials Department: (850) 474-2461.