

Checklist for Faculty Thesis Committee Chairs

- Approve the subject matter and methodology of the research, including a specific plan for the thesis research before student enrolls in thesis credits (see “Registration for Thesis Credits” form).
- Review the quality of data and evidence, logical reasoning and the editorial, linguistic and bibliographic quality. (This is a general statement; each program area has specific expectations for thesis research and writing—the point is that the thesis director should be monitoring student progress throughout).
- Evaluate the thesis as a basis for certification that the student has fulfilled the requirements of the degree for which the student is a candidate.
- Provide counsel and advice upon request by the student and members of the student's committee about the format aspects of thesis preparation.
- Ensure that copyright permission for any artwork, images, figures, or language (e.g. poetry) has been secured. For guidelines on when to you may need to secure copyright permissions see:
 1. Proquest’s [Copyright and Your Dissertation and Thesis](#)
 2. Kenneth D. Crews, [Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities](#)
- Advise students on whether an embargo should be requested to restrict public access to the dissertation/thesis. Permission to embargo the dissertation/thesis for a limited time will be given only for specific reasons:
 1. The author or collaborators are *applying for a patent* on research contained in the dissertation/thesis and do not wish to make the contents public until the patent application has been filed
 2. The dissertation/thesis includes information that is covered by a *confidentiality agreement* or contains *third-party proprietary* information.
 3. The author’s intention is to publish work from the thesis with a publisher or journal that restricts consideration of manuscripts derived from dissertations/theses which have been made available online. Please note that most publishers do not have these restrictive pre-publication policies and evidence of this restriction may be requested to verify the embargo request.

To request an embargo please fill out the embargo form (available on the Graduate Education web page) and upload with the thesis.

- Review to ensure that formatting guidelines have been consistently applied as detailed in [The Northern Michigan University Guide to the Preparation of Theses](#)

- Facilitate gathering appropriate signatures for the Signature Form.
- Confirm that the thesis uploaded to the Commons by the student author is the approved, defended, final thesis by completing the “Reviewer” email you will receive.
- Make sure to change any previous 599/699 ‘R’ grades are changed.
- Complete the Capstone/Thesis Verification Form and submit to Office of Graduate Education.