

## 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.