

The Graduate School

Submission Process for Drafts of Theses, Dissertations, or DNP Synthesis Projects



Students should observe the following process when submitting their thesis, dissertation, or synthesis project to the Graduate School for editing:

1. Once a student has successfully defended their thesis or dissertation and have incorporated all comments/suggestions/revisions as requested by their committee, the student must submit in hard or electronic copy a signed [Preliminary Approval of Draft of Thesis, Dissertation, or DNP Synthesis Project Form](#), found on the Graduate School website, to Shawn Thibodeaux (thibodeaux@louisiana.edu; Martin Hall, Room 219).
2. Once the Graduate School has that form, the student will be enrolled in the Graduate School Moodle Review Site, which will be the central site for all editing and revisions.
3. The student will upload their document under the appropriate assignment (depending on which round of revision they are in), where the Graduate School editors will review the draft, mark edits using the “Track Changes” function in Microsoft WORD, and then return the draft to the student via grade feedback.
4. Student will make all Graduate School edits and resubmit the draft to the Moodle site under the next assignment. This process will continue until the Graduate School has deemed the document “Ready to Print.”
5. Once cleared to print, the student must follow the current final submission procedure as outlined in the Graduate School Guidelines for Preparation of Theses, Dissertations, and Synthesis Projects.

Notes:

1. All students using Microsoft WORD must use the 2013 or 2011 version, depending on operating system, when preparing their document for review by the Graduate School. Doing so will decrease any technical issues with formatting. All enrolled students using PC have free access to WORD 2013 through the [Help Desk website](#), while the University only supports up to WORD 2011 for Mac users. Mac users may use WORD 2013 but they will have to obtain their own copy at their own cost.
2. Students using LaTeX may either submit their document for editing as a PDF file through the Moodle site or may submit a hard copy to the Graduate School office.

The Graduate School

University of Louisiana at Lafayette
104 University Circle, Rooms 332, 219 | P.O. Box 44610
Lafayette, LA 70504 | 337.482.6965 | GradSchool@louisiana.edu