



Thesis Final Step
Academic Affairs Mechanical Checklist

Student Name: _____

Thesis Title: _____

This is a mechanical final check of the two copies of the above thesis, printed on proper paper and ready for binding. Note: this check does not include proofreading for spelling, grammar, etc., although a proofreader may draw attention to errors that are noticed while doing the check.

Instructions: Date and sign each check done, checking the appropriate boxes

- 1. This thesis has no missing pages. Copy 1 Passed Copy 2 passed
2. This thesis has no poor or dirty pages. Copy 1 Passed Copy 2 passed
3. This thesis has no visible corrections. Copy 1 Passed Copy 2 passed
4. All signature pages are signed. Copy 1 Passed Copy 2 Passed

Problems noted that need to be remedied before final copies can be approved:

Thesis writer and their thesis committee chair have been notified about remaining problems.

Authorized Academic Affairs checker's signature:

Billing for thesis binding added to Student Account (Registrar's signature):

Both Copies Passed the Mechanical Inspection

The Thesis Writer and Committee Chair have been notified that the copies passed the Mechanical Check

The signature pages have been scanned for inclusion in the posted PDF file

Both final copies have been delivered to the library for binding

This form has been given to Registrar for filing in student's file

Authorized Academic Affairs Representative's Signature _____