Target Submission Dates to Thesis Processing Office:

- "Initial Draft" means three chapters formatted in a template, a distribution statement on the cover, and at least a partial list of references, allowing thesis processors to provide feedback on formatting and citation style. A distribution statement is required; it determines thesis processor assignment.
- Only international and CHDS students working with an approved editor are excused from Initial Draft review. All others must submit an Initial Draft.
- "Final Draft" means 1) the thesis has undergone an Initial Draft review (see previous bullet for exceptions), 2) the Release Form has been signed by all stakeholders, and 3) all documents (thesis, Release Form, Final Draft Checklist and Publication Announcement List) have been uploaded to SharePoint. Final drafts should be submitted a minimum of four days before detachment date. Thesis Processing will not conduct a Final Draft review before receipt of a fully signed Release Form.
- Academic departments may have submission dates that are earlier than those of Thesis Processing.

High-Risk Submission Dates:

- The last day we will accept an Initial Draft is no later than 5 p.m. on graduation day. Thesis completion is not guaranteed; student should file an extension as a precaution.
- The last day we will accept a Final Draft is no later than 5 p.m. the Monday after graduation day. An extension is required.

Other Important Dates:

- Graduation—Student Services office closes early.
- Thesis acceptance letters may not be issued after the Friday following graduation, per the Academic Council.
- Detach Date—Students should make their advisory team aware of early detach dates. By NPS policy, military and international students must either have their thesis acceptance letter by their detach date, or must file for an extension by their detach date. Those departing before graduation day will be expected to provide proof of departure date in writing. Final Draft deadline for early departures is four days prior to leaving NPS.

How we work: Each thesis is carefully reviewed by a thesis processor. Expect a 4 to 8 business-day turnaround. Due to heavy volume, turnaround times could lean long (6 to 8 days), such as immediately after the target submission dates. Resident international and military students who meet target dates have priority processing. DL and staff students who meet target dates are highly likely to receive their thesis acceptance by close of business on Graduation Day, but in times of extremely heavy volume, processing of these types of theses will be pushed to the week after graduation (thesis acceptance letters are issued until the Friday after graduation).

Incomplete submissions (failing to list a distribution statement, upload required forms, remove track changes, identify a citation style, etc.) are returned to the student, who must resubmit. A resubmission will lose its original place in line and will be treated as a new submission. Theses are processed for the current graduating class only. Students submitting for a future graduation will be instructed to resubmit during the quarter in which they plan to graduate.