

Military extensions: Beginning 2022, a thesis extension may or may not be allowed by your service or may only be granted on a very limited case-by-case basis. Students should contact their PO and NPS military representative well ahead of needing an extension.

NOTES ON DUE DATES^{1,2}

<i>Within due dates</i>	<i>After due dates</i>	<i>Quarter close</i>
<ul style="list-style-type: none">• Your best chance to finish before your departure date.• If you must depart Monterey <i>earlier</i> than graduation day, be ready for, and request, your Final Review at least five business days before you leave.	<ul style="list-style-type: none">• Our turnaround time is <i>still</i> at least five business days for both Initial Review and Final Review.• The later you submit after the due dates, the higher the risk you will need a thesis extension. See the "High Risk Submissions" section of this document.	<ul style="list-style-type: none">• We stop accepting <i>Initial Review</i> submissions on Friday of the week before graduation day at 5 pm PST.• We stop accepting <i>Final Review</i> submissions at 5 pm PST on graduation day.

Quarter Opening

We begin accepting drafts for iThenticate and Initial Review the week after the Thesis Brief. Theses are processed for the current graduating class only, except for dissertations, which may be submitted for Initial Review the quarter before the scheduled graduation quarter, provided the student has attended the thesis brief.

Criteria for Initial Review and Final Review

Incomplete submissions (failing to list a distribution statement, upload required documents, remove track changes, proofread references, 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.

- **Initial Review:** Your thesis is accepted for "Initial Review" if 1) you have submitted to Thesis Processing a draft that contains at least three complete chapters (approximately 1/2 to 2/3 of the full thesis) that have been proofread and formatted inside the template and contains at least a partial list of references that has been proofread, and 2) your Thesis Proposal Form is completed in your dashboard.
 - Only CHDS students working with an editor are excused from an Initial Review.
- **Final Review:** Your thesis is accepted for "Final Review" if 1) the thesis has undergone an Initial Review (see previous bullet for exception), 2) the Thesis Release and Approval Form (TRAF) has been fully signed in your Python thesis dashboard, and 3) all documents (thesis and First 8 Pages files) have been uploaded to your SharePoint site (exceptions: if your thesis is export-controlled, use Box; if your thesis is classified or CHDS, do not use SharePoint).

¹ Academic departments may have submission dates that are earlier than those of Thesis Processing.

² Dissertation dates are earlier. See dissertation dates [here](#).

- Thesis Processing will not conduct a Final Review before the TRAF has been fully signed.
- By NPS policy, military and international students must either have their TPO thesis final acceptance email by their detach date, or must file for an extension by their detach date.
 - Military extensions—See header on page 1.
- If you were instructed to resubmit for another (“Near-final Draft”) iThenticate review, you must have this done before submitting for Final Review with your thesis processor. Turnaround time for a Near-final Draft iThenticate review is five business days. Do not sign your TRAF until you have passed your iThenticate review. By signing your TRAF, you attest that your thesis meets Honor Code requirements, including being free of plagiarism.

High-Risk Submissions

- **Initial Review: Friday of the week before graduation week is the last day we accept Initial Review submissions.** In-quarter completion is not guaranteed; file an extension as a precaution.
 - Military extensions—A thesis extension may or may not be allowed by your service or may only be granted on a very limited case-by-case basis. Students should contact their PO and NPS military rep well ahead of needing an extension.
- **Final Review: We need at least five business days to process a Final Review.**

You need *either* thesis acceptance *or* a thesis extension to out-process from NPS.

- I. If you submit for Final Review during the week of graduation, and before 5 pm PST on graduation day, ***but you will be in Monterey the entire next week***, an extension is not required because we can use our “grace week” to process your thesis—grace week is the week between graduation day and the Academic Council deadline for thesis completion, which is the Friday after graduation day. *There is one exception, which applies to December graduates only:*
 - ***For December graduates, grace week is three weeks, due to winter break—but please coordinate with your thesis processor due to the holidays.*** The AC council’s thesis deadline for December graduates is the first Friday of Winter Quarter.
- II. If you submit for Final Review the week of graduation, and before 5 pm PST on graduation day, ***and you will NOT be in Monterey the entire next week (or the entire next three weeks, if you are a December graduate)***, completion by your departure date is not guaranteed; please file an extension as a precaution.
 - Military extensions—See header on page 1.

Graduation day at 5 pm PST is the last day and time we accept Final Review submissions.

Turnaround Times

Each thesis is carefully reviewed by a thesis processor. Expect a turnaround time of at least five business days. You will receive your iThenticate report shortly afterward. *Resident international* and *resident military* students who meet due dates have priority processing. *DL, extension, and staff* students who meet due dates are likely to receive thesis acceptance by close of business on

graduation day, but during heavy volume, processing of these theses will be pushed to the grace period.

Reminders

- Graduation Day—Student Services and International Program Office close early.
- Thesis acceptance may not be issued after 5 pm PST on the day of the Academic Council deadline.
- Detach Date—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. Students should make their advisory team aware of early detach dates. Those departing before graduation day will be expected to provide proof of departure date in writing. The Final Draft submission deadline for early departures is five business days prior to leaving NPS.
- Military extensions—A thesis extension may or may not be allowed by your service or may only be granted on a very limited case-by-case basis. Students should contact their PO and NPS military rep well ahead of needing an extension.



Thesis Processing Office

What Is the Difference between *Due Dates* and *Deadlines*?

Due Dates
Aim for the due dates; this gives you the best chance of finishing on time.

Deadlines
Deadlines are the last date (really!) TPO will accept your thesis for review. Thesis acceptance by student's detach date is not guaranteed.

The difference between the due date and the deadline is this: The due date is the date your *car payment is due*; the deadline is the date your *car is repossessed*. There's a grace period with the due date but not with the deadline.

Visit us at <https://nps.edu/web/thesisprocessing>.