

## NOTES ON DUE DATES\*†

<i>Within due dates</i>	<i>After due dates</i>	Quarter close
<ul style="list-style-type: none"><li>• Your best chance to finish before your departure date.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Our turnaround time is <i>still</i> at least five business days for both Initial Review and Final Review.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• We stop accepting <i>Initial Review</i> submissions on Friday of the week before graduation day.</li><li>• We stop accepting <i>Final Review</i> submissions at 5 pm on graduation day.</li></ul>

### Quarter Opening

We begin accepting drafts for iThenticate and Initial Review after the Thesis Brief, approximately the third week of the term. 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 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.

- **Initial Review:** Your thesis is accepted for “Initial Review” if 1) you have submitted to Thesis Processing a draft that contains at least three chapters 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).
  - 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.
  - 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.

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

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

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.
- **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, but before 5 pm on graduation day, **and you will be in Monterey the entire next week** an extension is not required, because we can use “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, but before 5 pm 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.

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

*Please check with your military representative, program officer, and/or ed tech on the effects an extension will have on your record. It can vary according to service.*

## Turnaround Times

Each thesis is carefully reviewed by a thesis processor. Expect a turnaround time of five to eight business days. Turnaround time for an iThenticate review is five business days. *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 closes early.
- Thesis acceptance may not be issued after 5 pm 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.