The flow chart on this page offers a visual of the entire thesis process

**Planning part of Thesis**

1. Identify Topic
2. Recruit a Chair for thesis Committee (Some chairs are pre-determined depending on the student’s program)
3. Recruit other committee members, if necessary. Student and committee fill out a **Phase I: Implementation Form**

**Writing and Research part of thesis**

- Student submits the Phase I form to the Office of Graduate Studies (OGS) and obtains [IRB approval](#) if necessary – no research can be done until this form is on file with the school
- Student conducts research writes drafts regularly consulting with the committee members on progress. The student should also submit an application for degree based on the term they plan to graduate *.
- Student submits a full edited draft to the committee. The committee members review the thesis/capstone project and approve or make suggestions
- Student gains approval from thesis committee chair
- Student gains approval from thesis committee

**Revision and Submission part of thesis**

- Student formats the thesis or capstone in accordance with the Utica College Formatting and Submission Guide and fills out the **Phase III: Completion Form** *
- Once the student has gained approval of the Phase III form, they must submit the thesis/capstone project through UC’s [digitals submission website](#) *
- Utica College will review the submission for UC formatting requirements and request revisions or accept the submission. (The student is responsible for addressing all revision requests)

**Congratulations, you have completed your thesis/capstone project!!**

* This needs to be done by the deadlines for the anticipated graduation date