

Review Process & Publication Timeline



Thesis/Dissertation Review Process

- **Submit your paper to ProQuest** no later than the date published in the [Graduate Student Calendar](#) (**Friday, November 21**).
- After you submit your thesis or dissertation to ProQuest, the College of Graduate Studies will **assign a reviewer** from our office.
- Our reviewers primarily check for **required pages, correct page order, correct and consistent formatting, etc.** We normally don't review your content, but we may also ask for changes within the text if anything questionable is noticed (e.g., a misspelling, incorrect tense, etc.).
- Depending on the length of your paper, time constraints for review, etc., **the reviewer may request several rounds of changes.** Our goal is to help you submit the most polished paper possible.
- Please **monitor your email frequently** for questions and requests for revisions.
- **Requested revisions must be submitted** no later than the date published in the [Graduate Student Calendar](#) (**Friday, December 5**).
- Please reach out to me, your reviewer, or gradstudies@tnitech.edu if you have any questions.

Revision Requests

- Comments are included in the PDF we upload to ProQuest when we request revisions
- Contact us if you have trouble finding/reading the comments
- Contact us if you have any questions
- Upload a revised PDF to ProQuest when revisions are complete
 - use the Submit Revisions options
 - Do not create a new submission

Publication Timeline

- **The College of Graduate Studies submits all papers for the semester to ProQuest at the same time.**
 - This *usually* occurs approximately one week after commencement in Fall and Spring semesters or one week after the last day of classes in Summer semesters. This timeframe allows all degree requirements to be verified and degrees to be awarded before the papers are released.
- **ProQuest will review your paper and contact you at the email associated with your ProQuest account if they have any questions or if any revisions are required.**
- ProQuest's review process may take two weeks or more, and **you'll receive a notification once your paper has been published.**

