

## International Students: Optional Thesis Editing Service

Editing services are available for **no charge** for international students graduating this quarter.  
Processing and editing take time. **If you use this service, follow this schedule.**

What	When (due date)	Where	Who	Why
<b>1. Editing workshop (mandatory)</b>	<b>21 Jan or 22 Jan 1200 to 1300</b>	<b>DKL 151</b>	<i>By thesis processors, for students</i>	<b>Learn the process; opt-in to use the editing service</b>
<b>2. Submit for Initial Review</b>	<b>31 Jan (or earlier)</b>	<b>SharePoint (linked on your Python Thesis Dashboard):  Upload <i>any</i> 3 chapters to TPO folder, then request Initial Review via orange button</b>	<b>1. <i>Student</i> places file(s) in For Thesis Processing Office folder 2. <i>Student</i> completes submission form found at SP site's orange button</b>	<b>Request Initial Review  Completes dashboard milestone</b>
<b>3. Submit for Editing*</b>	<b>28 Feb (or earlier)</b>	<b>Public release: Attach near-final draft to email request for international editing services CUI: Upload near-final draft to SharePoint's TPO folder ** then request editing by emailing international editing services</b>	<b><i>Student</i> emails <u><a href="mailto:internationaleditingservice@nps.edu">internationaleditingservice@nps.edu</a></u></b>	<b>Request review by the editor  (Upon return of draft) make edits requested by editor</b>
<b>4. After edits, share your document(s)</b>	<b>Follow your department's guidelines</b>	<b>SharePoint</b>	<b><i>Student</i> places Final Draft file(s) in Advisor-Chair Review Files folder</b>	<b>For advisor and chair reviews</b>
<b>5. Route your Thesis Release and Approval Form (TRAF)</b>	<b>Follow your department's guidelines</b>	<b>Python</b>	<b><i>Student</i> starts routing TRAF when advisors are ready to sign off</b>	<b>Final official approval from advisory team and chair  Completes dashboard milestone</b>
<b>6. Submit for Final Review (TRAF signed)</b>	<b>14 Mar (or earlier)</b>	<b>SharePoint and email</b>	<b>1. <i>Student</i> places file(s) in For Thesis Processing Office folder 2. <i>Student</i> emails assigned thesis processor (TPO)</b>	<b>Request Final Review</b>

\*You must submit a near-final thesis for editing no later than 14 Mar; extension advised.

\*\*Near-final drafts have complete content but *are not yet signed off by your department.*

The Thesis Processing Office is the liaison for editing services, **but the processors are not your editors**; these are two distinct departments with separate roles.

**Keep this chart in your thesis folder for easy reference.**