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
1. Editing brief (mandatory)	**15 Oct or 16 Oct 1200 to 1300**	**DKL 151**	*By thesis processors, for students*	**Learn the process; opt-in to use the editing service**
2. Submit for Initial Review	**25 Oct (or earlier)**	**SharePoint (linked on your Python Thesis Dashboard):** **Upload *any* 3 chapters to TPO folder, then request Initial Review via orange button**	1. *Student* places file(s) in For Thesis Processing Office folder 2. *Student* completes submission form found at SP site's orange button	**Request Initial Review** **Completes dashboard milestone**
3. Submit for Editing*	**22 Nov (or earlier)**	**SharePoint:** **Upload near-final thesis draft** to TPO folder, then request editing by emailing international editing services**	*Student* emails <u>internationaleditingservice@nps.edu</u>	**Request review by the editor** **(Upon return of draft) make edits requested by editor**
4. After edits, share your document(s)	**Follow your department's guidelines**	**SharePoint**	*Student* places Final Draft file(s) in Advisor-Chair Review Files folder	**For advisor and chair reviews**
5. Route your Thesis Release and Approval Form (TRAF)	**Follow your department's guidelines**	**Python**	*Student* starts routing TRAF when advisors are ready to sign off	**Final official approval from advisory team and chair** **Completes dashboard milestone**
6. Submit for Final Review (TRAF signed)	**4 Dec (or earlier)**	**SharePoint and email**	1. *Student* places file(s) in For Thesis Processing Office folder 2. *Student* emails assigned thesis processor (TPO)	**Request Final Review**

*You must submit a near-final thesis for editing no later than 4 Dec; 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.