

## Northern Michigan University Procedure for Thesis Forms

1. **The Thesis Director** completes the "Thesis Compensation Application Form" and secures appropriate signatures only when the student has submitted their completed thesis to the Office of Graduate Studies. The Thesis Director and each Reader must check payment preference on the form.
2. **The Thesis Director** submits the "Thesis Compensation Application Form" to the department.
3. **The student** completes the "Registration for Thesis Credits Form". (This form completes the actual registration process.)
4. **The department office** forwards the "Registration for Thesis Credits Form" separately to the Graduate Studies Office for signature. When the "Registration for Thesis Credits Form" is signed, the Graduate Studies Office forwards the form to the Registrar's Office.
5. **The department office** distributes copies of the "Thesis Compensation Application Form" upon completion of the form.
6. **The department office** then sends the completed Thesis Compensation Application Form to the Office of Academic Affairs, which will utilize the Employment Processing System to process payment for the Chair and each Reader. Payments will be processed as Overloads. The "comments" section will state the name of the thesis, the number of credits being paid or banked, whether it is to be paid or banked, and whether the faculty member is the Chair or the Reader. **NO STUDENT INFORMATION WILL BE INCLUDED ON THE EPS FORM.**
7. **The department office** will retain the original "Thesis Compensation Application Form." Finalized copies of the EPS forms will be attached to the "Thesis Compensation Application Form" for record keeping purposes within the Department.

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NOTE: Payment for the thesis for each faculty member will occur only once, even if successive semesters are necessary to complete the thesis. EPS paperwork will only be processed in fall and winter semesters.

### Downloads

The procedure outlined on this page and the forms mentioned within it are available for download in PDF and DOC format below.

#### PDF

- [Thesis Compensation Application Form](#)
- [Registration for Thesis Credits Form](#)
- [Procedure for Thesis Application Form](#)

#### DOC

- [Thesis Compensation Application Form](#)
- [Registration for Thesis Credits Form](#)
- [Procedure for Thesis Application Form](#)