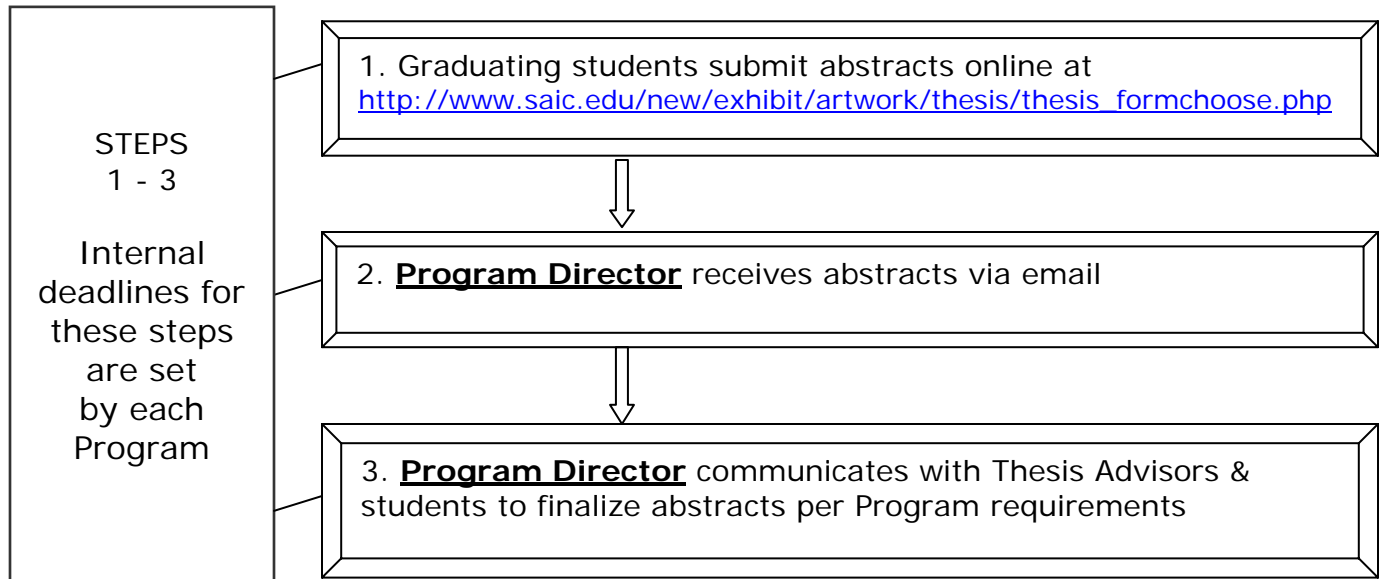


# THESIS ABSTRACT *information for Program Directors*

7/27/2009



**PLEASE NOTE:** **Program Directors** are responsible for communicating with any other personnel in their area (e.g. Administrative Directors) who hold responsibility for internal, Program records.

By JULY 1  
for Spring Grads,  
by FEB 1  
for Summer or  
Fall Grads...

4. **Program Directors** email approved abstracts to the Director of Academic Administration, **Shanna Linn** [slinn@saic.edu](mailto:slinn@saic.edu) (Assistant Director, Jeff Ward [jward@saic.edu](mailto:jward@saic.edu)).

By AUG 1  
for Spring Grads,  
by MAR 1  
for Summer or  
Fall Grads...

5. Director of Academic Administration reviews and coordinates submissions from all Programs, forwarding completed data to Flaxman Library.

Within 3 wks of receiving a bound\* thesis from bindery...

6. Abstract text is added to the catalog record for each thesis held in Flaxman Library. Library notifies E-Communications.  
*\*or as soon as cataloged, for theses which do not require binding*

Within 3 wks of notification from Library (excl Aug-Sep)...

5. Electronic Communications creates listings by Program & year on SAIC website, linking from student name to the appropriate catalog record for each thesis.