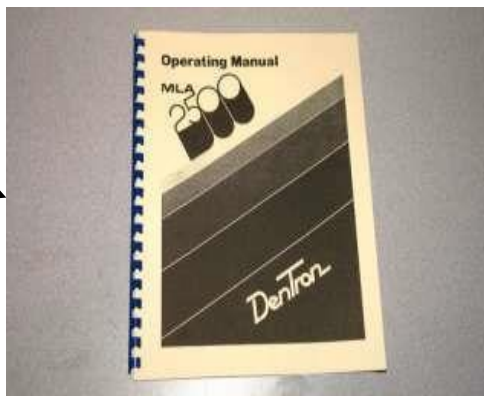
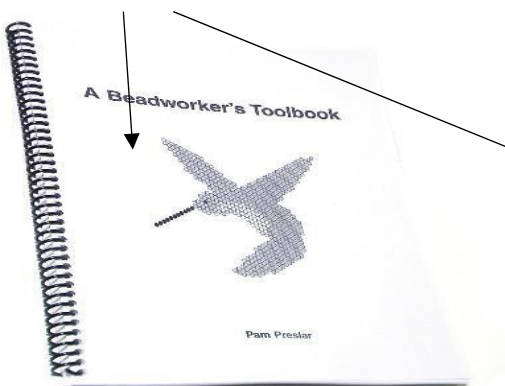


# Procedure to Schedule and complete Presentation

1. Submit the following document(s) to the Registrar's Office
  - Internship or Research progress form (Stage 2 section A or Stage 3 section A signed by your advisor; or get schedule presentation approval by email from your advisor).
  - Internship Evaluation form (BA 398, BA 481, BA 482, BA 484 only)
  - DBA Dissertation Progress form (BA 597, BA 599) report completed, and presentation approved by advisor, approval and committee list from Dr. Pantos, Program Director.
2. Send an electronic copy (Soft Copy) of your report to the Library Department by e-mail\* ([library@lincolnuca.edu](mailto:library@lincolnuca.edu)) and Cc the Registrar's office ([registraroffice@lincolnuca.edu](mailto:registraroffice@lincolnuca.edu)).
3. Send an electronic copy (Soft Copy) of your report to Research Committee ([researchcommittee@lincolnuca.edu](mailto:researchcommittee@lincolnuca.edu))
4. The academic advisor gives the final approval for submission of the report.

**\* If you did not send email to the library and submit result of "Turn-It-In", the Registrar's Office will not schedule your presentation. If "Turn-It-In" result exceeds 10%, the student has to revise the report and get advisor's approval again.**

5. Prepare four **bound copies** (Hard Copies) of your report and submit them to the Registrar's Office.



**The Registrar's Office will then provide you with the available dates and time for a presentation upon completion of the Procedure 1, 2, 3 4& 5.**

**For student, who is currently enrolled in Internship or Research project:**

**All of this should be done at least three weeks prior to the date selected for the presentation. If not, you may have to schedule your presentation in the following semester\*, options are below:**

- Continue 1 unit, if you are eligible.
- Apply for OPT and defend your presentation in the following semester\*.

**\*If you failed to schedule your presentation by end of the following semester, your Internship or Research project final grade will be changed to "Y" by the Registrar. For more information, please refer to LU catalog (2025-2026) page 28.**

For students who complete the presentation but need to revise the report,

1. Submit revised report to committee chair for approval.
2. After approval, email an ELECTRONIC COPY of their Final Report to LU Library.
3. Provide ONE PRINTED copy of their final paper to LU Library to add to the collection.

**Failure to submit the final revised report to Library, will result in not receive any grades and not complete the degree.**

**\*Reminder: Apply for OPT\***