Preparing a Thesis for Electronic Submission
Student Instructions

A. Thesis requirements.
Complete your thesis according to your department's requirements.

1. After your thesis has been approved and accepted, the department will verify that all thesis requirements have been met and will process your request for electronic submission.

2. Please note that unless works are submitted electronically, all students are required to pay for one copy to be added to the library's collection. If applicable, $60 for one bound copy to be provided to the library is payable to your department.

3. The thesis copies and completed forms will be delivered to the library by the academic department upon payment of the order.

B. Completed by the Student, Submitted to ProQuest.
Each thesis and all supplemental materials may be submitted in .pdf format to ProQuest’s ETD Administrator online (http://www.etdadmin.com).

Students who wish to upload their theses electronically are not obligated to provide a bound copy to the library. Students who do not wish to upload their theses electronically must provide a bound print copy to the library.

C. Completed by the Student, Submitted to the Library by the Department.

Students who upload theses into ProQuest ETD must also complete a Statement of Permission to Reproduce Thesis to verify that they understand how their materials may be reproduced as allowed under Copyright Law. These forms will be submitted to the department, which will forward a copy to the library for record keeping purposes.

D. Completed by the Department, Submitted to the Library.

In order to verify completion of thesis requirements, the department will send the library a copy of the Checklist to Submit Electronic Dissertation form.

BOTH FORMS MUST BE COMPLETED BEFORE THE WORK CAN BE SENT TO PROQUEST.