

# ELECTRONIC THESES & DISSERTATIONS (ETD)

## [Follow Step-by Step Guide](#)

Make sure you:

- Have submitted all the [required forms](#)
- Look at the Graduation [Calendars and Deadlines](#) to make sure you understand when everything is due.
- Have [Applied to Graduate in Trailhead](#) by the deadline.

## [Write your Thesis/ Dissertation](#)

For formatting rules refer to:

- [Thesis Writer's Guide](#)
- [Sample Thesis](#)
- The [Writing Center](#) offers assistance with writing and formatting
- Student Services staff with the [Office of Graduate Studies](#) can answer formatting questions & review your thesis

## [Submit your Thesis Defense Request Form](#)

Submit the form to your department

- See your department for deadlines
- OGS recommends that you defend at least 1 week prior to the upload deadline to allow time to make all the departmental corrections.

## [Defend your Thesis/ Dissertation](#)

- Defend at least one week prior to the upload deadline. Please plan enough time to make all content revisions.
- All students must be registered to defend, unless checking out early (see [Graduate Bulletin](#))
- OGS forms to bring to defense:
  - [Submittal Page](#) - signed by advisor, co-advisor (if applicable) and department head
    - Submittal Page cannot be signed until all content revisions are complete.
  - [Checkout Card \(includes your Statement of Work Completion\)](#) - signed by entire committee & department head.
    - OGS prints checkout cards after students have [applied to graduate in Trailhead](#).

## [Make Corrections on Thesis/ Dissertation](#)

- Content corrections must be approved by committee before uploading thesis/ dissertation in ProQuest.
- After all corrections have been approved by your advisor/committee, obtain the signatures on the [Submittal Page](#).
- Refer to the [Checklists & Deadlines](#) chart for upload and check-out deadlines

## [Submit Signed Submittal Page](#)

Submit to [Office of Graduate Studies \(OGS\)](#)

- Student Center Room E140
- Submit by 5:00 p.m. on day of upload deadline. *Failure to submit your signed submittal page by 5:00 pm on the day of the upload deadline means that you have missed the deadline.*

## [Create an Account with ProQuest](#)

It may take about an hour to create an account and upload. Please create only one account.

◦ If you need to upload supplemental files, make sure to allow sufficient time to upload all the files.

- Review the ProQuest guide [Preparing your Manuscript for Submission](#) (including supplemental files)
- Prepare Abstract
- Identify other thesis and degree data including your [subject category](#)
- Decide on publishing option
  - [ProQuest/UMI Traditional Publishing Agreement](#)
  - [ProQuest/UMI Open Access Publishing Agreement](#)
- Decide on [delay agreement \(embargos\)](#)
  - 6 months or 1 year (No exceptions made for longer delays)
- Enter non-CSM email address
- Confirm accurate spelling of department, advisor and committee members
- Determine if you want to [pay for copyright protection or need copyright permissions](#)
- Make sure you have followed the [Thesis Writer's Guide](#).
- Decide if you want to purchase an extra copy of your bound thesis
  - You will receive 1 free copy. Contact your department for delivery guidelines.

## [Upload in ProQuest](#)

Upload your thesis/ dissertation in ProQuest

- Upload by midnight on day of deadline

## [Formatting Revisions/ Approval](#)

OGS will review your formatting within approximately 48 hours of upload (Monday-Friday)

- Check email daily (or more) to check for necessary revisions. Make sure to check the personal email you entered in ProQuest
  - Correct all necessary revisions promptly (corrections are not optional)
- Revision emails will be sent from a ProQuest email address
- Follow directions in email to submit revisions
- All students who upload by the deadline will be guaranteed 2 format reviews.
  - In the event a student does not make the necessary revisions and requires OGS to review the thesis a 3<sup>rd</sup> or 4<sup>th</sup> time, the student may not have the thesis approved by the check-out deadline.
  - If the thesis is not approved by the check-out deadline, the student will not be able to check-out.
- Once formatting has been approved, you will get an email from ProQuest & you may check-out
- Formatting must be approved by check-out deadline
  - If formatting is not approved by deadline, then:
    - Graduation will be delayed and/or
    - You will need to register for the next semester

## [Check-Out to Graduate](#)

Submit all forms to OGS by 5:00 pm on day of [check-out deadline](#):

- Completed Check out Card, which includes your Statement of Work Completion form
- [Survey of Earned Doctorate](#) (PhDs only)-online