

## **Dissertation Submission Process for Office of Graduate Studies College of Education**

The following are guidelines for the dissertation submission process at the college level.

### **Electronic Submission**

If students are using the electronic submission process, they are to submit the original items listed below to the Office of Graduate Studies (OGS). Students should submit these items in a brown accordion folder with an identification label on the upper left-hand corner:

1. final submission of the dissertation (plain paper)
2. signature page (bond paper and signed by all committee members – This is the traditional signature page. Examples can be found on pages 40-44 in the Graduate School's Thesis and Dissertation Guide.)
3. dissertation title page and abstract (bond paper)
4. ETD signature page (bond paper and signed by all committee members)
5. ETD Rights and Permission form (plain paper)
6. editorial comment pages received from the Graduate School
7. final exam form (completed and signed by all committee members)

After review of these items by the OGS and further consideration by the dean who will sign as needed, the OGS will retain the following:

1. signature page (#2)
2. the dissertation title page and abstract (#3)
3. copy of the ETD signature page (from #4)
4. copy of the ETD Rights and Permission form (from #5)

The remaining original documents will be returned to the student and the student will continue the submission process as directed by the Graduate School.

### **Hard Copy Submission**

If students are using the hard copy submission process, they are to submit the original items listed below to the Office of Graduate Studies (OGS). Students should submit these items in a brown accordion folder with an identification label on the upper left-hand corner:

1. two final submissions of the dissertation (bond paper)
2. three signature pages (bond paper and signed by all committee members)
3. dissertation title page and abstract (bond paper)
4. editorial comment pages received from the Graduate School
5. final exam form (completed and signed by all committee members)

After review of these items by the OGS and further consideration by the dean who will sign as needed, the OGS will retain the following:

1. one dissertation (from #1)
2. two signature pages (from #2)
3. dissertation title page and abstract (#3)

The OGS will forward the dissertation and one signature page to the Smathers Library.

The remaining original documents will be returned to the student and the student will continue the submission process as directed by the Graduate School.

10/2005