

Thesis Submission Process for Office of Graduate Studies College of Education

The following are guidelines for the theses 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 thesis (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. thesis title page and abstract (bond paper)
4. ETD signature page (plain paper)
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 retain the following:

1. signature page (#2)
2. thesis title page and abstract (#3)
3. copy of ETD signature page (from #4)
4. copy of 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 thesis (bond paper)
2. three signature pages (bond paper and signed by all committee members)
3. thesis 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 retain the following:

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

The OGS will forward the thesis 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.

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