



How to Submit a Doctoral Dissertation

- ❑ Become familiar with the format requirements by reading the Thesis Guide carefully (<http://www.gradsch.psu.edu/current/thesis.html>).
- ❑ Activate the intent to graduate on eLion during the semester in which you plan to graduate. Go to <http://www.gradsch.psu.edu/current/thesis.html> for deadlines.
- ❑ Upload a draft of your dissertation for format review to the eTD Web site (<http://www.etsd.psu.edu/>) by the format review deadline. Corrections and detailed instructions will be returned to you by email within two weeks. (Note: the format review can be done either before or after the oral defense, as long as the deadline is met.)
- ❑ Make any changes required by your committee and the Thesis Office. Receive approval from the committee in the form of signatures on the doctoral approval page.
- ❑ Review the dissertation one last time to be sure that no further changes are needed. It will not be possible to make corrections after final approval by the Thesis Office. Upload the final dissertation, as a pdf file, to the eTD Web site by the deadline.
- ❑ Submit the supporting materials to the Thesis Office (this may be done either before or after you upload your file). Supporting materials are: signed doctoral approval page, ProQuest/UMI Agreement, Survey of Earned Doctorates, and \$95 fee (payable at <http://www.gradsch.psu.edu/current/thesis.html>).
- ❑ Await notification of approval (if further changes are required, you will be notified).
- ❑ If you want bound copies, contact any Multimedia & Print Center on campus (<http://www.multimediaprint.psu.edu/>) or you may use an off-campus source. All copies are the author's responsibility. The Graduate School does not provide copies.