

Master's Thesis Digital Submission Procedure

Student submits:

- One single-sided printed copy of complete thesis with committee signatures AND
- [Digital Thesis Submission Esign form](#) to the Graduate School.

Graduate School:

- Reviews printed thesis for adherence to thesis formatting guidelines
- Submits thesis for Graduate Dean's signature.

Graduate School:

- Contacts student when printed thesis is signed and ready for pick-up
- Routes Digital Thesis Submission Esign form back to student

Student:

- Converts thesis to PDF format (substituting **unsigned** signature and library authorization pages) per [Thesis Guidelines](#) (pages 15-18).

Student:

- Determines # of thesis copies needed (hard and soft bound)
Required: 1 hard bound with original signatures for Grad School*
+ 1 hard bound for Thesis Chair +any committee and/or dept. requirement + personal copies
*Original is sent to Wilson Library Special Collections. Digital copy used for circulation.

Student:

- Delivers **both printed and PDF thesis** (on portable media) to [Copy Services](#) and
- Forwards Digital Thesis Submission Esign Form to Copy Services
Note: Payment for printing and binding is due at the time thesis is submitted to Copy Services

Copy Services:

- Saves PDF file to shared drive for Library to access for processing and
- Forwards Digital Thesis Submission Esign form to Library.

Library:

- Posts thesis to [digital archive](#) and
- Forwards Digital Thesis Submission Esign form to Grad School

Grad School:

- Locks Digital Thesis Submission Esign form and
- Awards degree (if all other program requirements are already met and quarter has ended).