

Final Clearance Process for **Doctoral Dissertation**

To review the deadline date for your intended semester of graduation, please consult the Graduate School's "Thesis/Dissertation Information" web page at: <https://www.csustan.edu/grad/graduation-and-thesisprojectdissertation>

- Format your dissertation according to the University's **Master's Thesis/Project and Doctoral Dissertation Preparation Guidelines**. The *Preparation Guidelines*, as well as MS Word templates, are available for your reference and use on the Graduate School website at <https://www.csustan.edu/grad/thesisdissertation-information>
- Although your dissertation will be submitted and published electronically, **an original signed copy of your dissertation's Certification of Approval page and an Approval Form for Doctoral Dissertation must be submitted to the University Library in print format**. Deliver both documents to the Library Circulation Desk, Library 2nd floor. The Library staff who accepts your submission will sign the approval form and provide you with a photocopy as a receipt.
- The **Approval Form for Doctoral Dissertation** can be found at: https://www.csustan.edu/sites/default/files/u2326/dissertation_approval_form_-_rev_2-2018.pdf. Your dissertation committee chair will sign this form when he or she determines that your dissertation is ready for submission. Consult page 4 of the *Preparation Guidelines* for the format of the Certification of Approval page for electronic publishing (there must be a bordered text box that reads, "Signed Certification of Approval Page is on file with the University Library").
- You are now ready for the final step of the process: electronically submitting and publishing your dissertation. Locate the **Electronic Dissertation Submission** hotlink on the University Library's *Services for Graduate Students* page <http://library.csustan.edu/graduate-students/services-graduate-students> .
- **Your electronic dissertation must be submitted in PDF format.**
- The ETD submission site will guide you through the Proquest submission process.
- A confirmation statement "Submission Complete" will display after your file is successfully submitted on the ETD submission site. The University Library will review the electronic dissertation submission and contact you via email if there are formatting errors.
- Once the electronic dissertation fully conforms to the University Guidelines and accepted by the University Library, an official dissertation clearance email will be sent to you, your doctoral program director, and the College of Education. A copy of the "Approval Form for Doctoral Dissertation" is sent to the Graduate School upon receipt.
- If desired, personal copies can be ordered via <https://www.thesisondemand.com/> . Copies can be customized to your liking, however if you wish to follow the University Library's binding color scheme choose cover color: 598 (Navy Blue) or 998 (Black) and letter color: gold.

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Graduate School

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