Final Clearance Process for Doctoral Dissertation

The timelines indicated on this form are approximate. To review the exact due dates for your intended semester of graduation, please consult the Graduate School's thesis/dissertation website at http://www.csustan.edu/Grad/thesis_project.html.

Task	Timeline
► Format your dissertation according to the University's *Master's Thesis/Project and Doctoral Dissertation Preparation Guidelines*. The *Guidelines*, as well as MS Word templates, are available for your reference and use on the Graduate School website at http://www.csustan.edu/Grad/thesis_project.html. ► Although your dissertation is to be submitted and published electronically, **the original signed copy of your dissertation's approval page** must be submitted to the University Library in print format. **Consult page 4 of the** *Preparation Guidelines* **for the format of the approval page for electronic publishing.** (Be sure to check the most recent University catalog to insure that the correct title is typed under each signature line on the approval page. If you are in doubt, contact the committee members for clarification.) ► Once you have successfully defended your dissertation, obtain the required signatures on the approval page of your dissertation.	ASAP
► If a reader or editor is hired to review your dissertation, assess the recommendations and make appropriate corrections. If there are concerns related to the recommendations, consult your dissertation committee chair for guidance. **Your dissertation committee chair is the final authority on the appropriateness of the recommendations and the corrections to be made.** Hire of a reader/editor is optional**.**	Consult with dissertation committee chair
► Print a copy of the *Approval Form for Doctoral Dissertation* from the Graduate School website at http://www.csustan.edu/Grad/thesis_project.html. Your dissertation committee chair will sign this form when he or she is satisfied that your dissertation is ready for submission. ► Deliver this signed form and the original signed approval page of your dissertation to the Library Administration office in room L105. The approval form will be signed by the library staff who accepts your submission and a photocopy will be provided to you as a receipt. ► You are now ready for the final step of the process: submission and publication of your dissertation electronically.	Allow sufficient time to meet submission deadline (see Graduate School website), including obtaining appropriate signatures
► Visit the *Services for Graduate Students* page (http://library.csustan.edu/services/graduate_students.htm) of the University Library website. Locate the *Electronic Dissertation Submission* hotlink or access the submission site *UMI ETD Administrator* directly through the URL http://www.etdadmin.com/library.csustan. ► **Your electronic dissertation must be submitted in PDF format.** You may choose to convert your dissertation on your own, using the Adobe Acrobat software, prior to accessing the submission site, or you may choose to convert your dissertation during the submission process. The submission site offers a PDF file conversion tool. ► The submission site will guide you through the submission process including registering a new account, selecting a publishing option, converting your dissertation to PDF format, and ordering personal copies. (*The University Library also offers binding service for personal copies; consult the Library's website.)* **A confirmation statement "Submission Complete" will display after your file is successfully submitted.** ► The University Library will review the electronic dissertation which you submit and contact you if errors are identified. ► Once the electronic dissertation is certified to be in full conformity to University guidelines and accepted by the University Library, an official dissertation clearance email notification will be sent to you, your doctoral program director, and the Graduate School. Congratulations!	Consult the Graduate School website for submission deadline

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