

## 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: [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html).

- 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 [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html).
- If a reader or editor is hired to review your dissertation, review 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. **Hire of a reader/editor is optional.**
- Although your dissertation is to be submitted and published electronically, **an original signed copy of your dissertation's Certification of Approval page must be submitted to the University Library in print format.** Once you have successfully defended your dissertation, **obtain the required signatures on this original Certification of Approval page.**
- Print a copy of the **Approval Form for Doctoral Dissertation** from the Graduate School website at [http://www.csustan.edu/Grad/thesis\\_project.html](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 approval form and the original signed Certification of Approval page to the Library Administration office, room L105.** The Library staff who accepts your submission will sign the approval form and provide you with a photocopy as a receipt.
- You are now ready for the final step of the process: **submission and publication of your dissertation electronically.** Visit the University Library's *Services for Graduate Students* page ([http://library.csustan.edu/services/graduate\\_students.htm](http://library.csustan.edu/services/graduate_students.htm)) or the Graduate School's *Thesis/Dissertation Information* page ([http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html)). Locate the **Electronic Dissertation Submission** hotlink. (You may also access the submission site directly, *UMI ETD Administrator*, via <http://www.etsadmin.com/library.csustan>.)
- **Your electronic dissertation must be submitted in PDF format. Consult page 4 of the Preparation Guidelines for the format of the Certification of Approval page for electronic publishing.** You may choose to convert your dissertation to PDF format on your own 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; see the *Dissertation Personal Copy Request Form* on the Graduate School's *Thesis/Dissertation Information* web page at [http://www.csustan.edu/Grad/thesis\\_project.html](http://www.csustan.edu/Grad/thesis_project.html).) **It is recommended that personal copies not be ordered until the dissertation clearance process is complete.**
- **A confirmation statement "Submission Complete" will display after your file is successfully submitted.** The University Library will review the electronic dissertation submittal and contact you via email if formatting 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 College of Education, and a copy of the signed approval form will be sent to the Graduate School.
- Order personal copies, if desired.

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### Graduate School

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