

Electronic Dissertation/Thesis Submittal Checklist

PLEASE READ THIS CHECKLIST IN ITS ENTIRETY. THIS CHECKLIST WILL HELP YOU THROUGH THE SUBMITTAL PROCESS OF YOUR DISSERTATION/THESIS. NOTE: THERE IS NO CHARGE FOR UPLOADING YOUR DISSERTATION/THESIS.

Before you begin: Review the [Syracuse University UMI ETD website](#) so that you understand what is involved in preparing and submitting an electronic dissertation/thesis. You can establish a login and password at the Proquest submission site, however, submit only your final, approved dissertation/thesis. **Important note:** When you are selecting your publishing options, you will be presented with information regarding the Proquest Publishing Options (PQ publishing options) and IR publishing options. IR stands for Institutional Repository. SURface is the name of Syracuse University's Institutional Repository. It is optional for you to choose to have your work available in SURface. SURface allows your work to be available via open access. This means your work will be found via search engines like google. To learn more about SURface click here: [SURface](#)

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Title Pages: An [unsigned title page](#) must be included in your final dissertation/thesis pdf. An original [signed title page](#) is to be signed and dated by your advisor and delivered to the Graduate School, 304 Lyman Hall. When signing your title page, your advisor is confirming that you have completed all of the revisions and/or requirements that were requested at the time of your defense. It is very important that the completion date on your title page appear as the month and year that you will graduate; e.g. May 2019, June 2019, August 2019, or December 2019.

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If you have any questions about this checklist please contact Kristina Ashley at 315.443.4145 or email degrecert@syr.edu