

Electronic Dissertation/Thesis Submittal Checklist

- Before you begin:** Review the [Syracuse University ProQuest ETD website](#) to 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 selecting your publishing options, you will be presented with information regarding both Proquest (PQ) and Institutional Repository (IR). You may choose to have your work published in Syracuse University's Institutional Repository, called SURface. SURface allows your work to be available via open access, i.e., it can be found via search engines such as Google.
- Review** the format [Guidelines for Doctoral Dissertations & Master's Theses](#)
- Title Pages:** An **unsigned title page**—for [master's thesis](#) or [dissertation](#)—must be included in your final dissertation/thesis PDF. An original **signed title page**—for [master's thesis](#) or [dissertation](#)—is to be signed and dated by your advisor and delivered to the Graduate School, 304 Lyman Hall Hall or electronically as a PDF or Word document to degrecert@syr.edu. When signing your title page, your advisor is confirming that you have completed all 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 you will graduate; e.g. May 202_, June 202_, July 202_, August 202_, or December 202_.
- Copyright Page:** A [copyright page](#) must be included with your dissertation/thesis immediately following your Title Page.
- Convert your dissertation/thesis to PDF:** Once your advisor has approved your final dissertation/thesis, you will need to convert it to an Adobe PDF file. The ETD Administrator site has an [FAQ page for questions regarding converting to PDF](#).
- Carefully review your PDF** to ensure there were no errors in the conversion (i.e. missing pages).
- Submit the final, approved copy of the dissertation/thesis:** NOTE: THERE IS NO CHARGE FOR UPLOADING YOUR DISSERTATION/THESIS. Go to the [Syracuse University ProQuest UMI ETD website](#) and follow the instructions for submitting a dissertation/thesis. Your work will be saved if you start the process but have to log out and log in again later. If you have questions or encounter problems, the website lists a variety of ways to contact ProQuest for assistance.
- After you have submitted:** You will receive an email acknowledging receipt of the dissertation/thesis. The document will then be reviewed by the ETD administrator in the Graduate School before it is approved and transmitted to Proquest/UMI. If there is something wrong with the file(s), you will be notified by email.

Doctoral Students Only

- Survey of Earned Doctorates:** This is a requirement of the Graduate School. The survey is completed online at <https://sed-ncses.org>. Please note that the Commencement date is one of four choices: 05/YEAR, 06/YEAR, 08/YEAR or 12/YEAR. For your information: [Purpose and Use Brochure](#) and [Confidentiality Brochure](#).

Questions? Call Kristina Ashley at 315.443.4145 or email degrecert@syr.edu.