

THESIS/DISSERTATION SUBMISSION CHECKLIST

Name: _____

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PRE-SUBMISSION**Submission through canvas is preferred.**

1. Log into Canvas: <https://missouri.instructure.com/>
2. Select "Courses" from the menu on the left-hand side of the screen and click on the "All Courses" link
3. Click "browse more courses" and search key words "graduate studies"
4. Find the correct course, either "Doctoral (PhD, EdD) Dissertation Submissions" or "Master's Thesis Submissions" and click on the "Join this Course" button.
5. The next time you log into Canvas, the course will be listed with the rest of your Canvas courses

Guidelines for preparing theses and dissertations can be found on the Office of Graduate Studies website at:

<http://gradstudies.missouri.edu/policies/thesis-dissertation/guidelines/> or in Thesis/Dissertation course in Canvas.

SUBMISSION

1. **Upload your Thesis/Dissertation:** please arrange your thesis/dissertation in the following order

Title Page

Copyright page (optional)

UNSIGNED Approval Page: typed

Dedication (optional)

Acknowledgements: Roman numeral page numbers begin here, numbered "ii"

Table of Contents

List of Tables/Figures/Nomenclature: only include if work contains tables/figures, etc.

Abstract (Required for both master's and doctoral students)

Thesis/Dissertation Text: Arabic numeral page numbers begin here, numbered "1"

Vita (not a Curriculum Vita; required for Doctoral students, optional for Master's students)

2. **Upload your supplemental paperwork**

Electronic Release Form

SIGNED Approval Page

Permission for any 3rd- party copyrighted materials (if applicable)

Confirmation of Completion for the Survey of Earned Doctorates and addendum

3. **Pay the Electronic Thesis or Dissertation Processing Fee**

https://applygrad.missouri.edu/register/ETD_payment_2018

4. **Complete the Publishing Agreement Form through ProQuest**

<https://www.etdadmin.com/cgi-bin/student/etd?siteId=899>

ONLY STUDENTS THAT SELECTED THE WORLD WIDE RELEASE OPTION SHOULD DO THIS. IF YOU SELECTED THE UM or MU OPTION ON THE ELECTRONIC RELEASE, SKIP THIS STEP.

POST-SUBMISSION

Please allow 7 business days for feedback on your submission. Submissions made on or after the deadline may require additional time.

***If necessary, you can still submit all of your materials to the Office of Graduate Studies in person or by mail. If you decide to use this option, you will need to include a CD containing your electronic documents with your thesis/dissertation materials. If you have questions about this process, please let us know!