THESIS/DISSERTATION SUBMISSION CHECKLIST

This checklist is available to assist you in preparing your thesis or dissertation for submission to the Graduate School and should not be uploaded with your thesis or dissertation materials.

PRE-SUBMISSION

Submission through canvas is preferred.

1. Login to 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


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 (if applicable)

3. Pay the Electronic Thesis or Dissertation Processing Fee at this link
4. Complete the Publishing Agreement Form through ProQuest

POST-SUBMISSION

Please allow 5-10 business days for feedback on your submission. Submissions made on or after the deadline may require additional time.

***If absolutely necessary, you can still submit all of your materials to the Graduate School 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!