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

Guidelines for preparing theses and dissertations can be found on the Graduate School website at:

https://gradschool.missouri.edu/current-students/thesis-dissertation/thesis-dissertation-guidelines/ or in the 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 (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!