

Thesis and Dissertation Submission Procedures

As of Fall 2015, both theses and dissertations are submitted electronically. Once your electronic submission has been accepted, you will need to print a hard copy and bring it to the Graduate School office. The print copy will be bound and added to the permanent collection of the University Archives. Additional personal copies of the manuscript (no more than 10 may be submitted to the Library for binding at the current rate. For information on all fees, consult the list of submission fees (found on the Current Students page of the Graduate School website – **Thesis & Dissertation Submission Fees**). All copies must be submitted at the same time. The procedure for submitting a thesis or dissertation is as follows:

1. Be sure your document conforms to the formatting specified in the **UCCS Thesis and Dissertation Manual**. Note: Use only the version of the Manual found on the Graduate School website. If you Google the title, you are likely to get an outdated version which is no longer acceptable.
2. Following your defense, there are two forms that require signatures: the **Electronic Thesis/Dissertation Signature and Agreement Form** must be signed by all committee members; and the **Approval of Format Form** must be signed by the chair of your committee. Signatures on both forms must be either original signatures or authenticated digital signatures. You will upload these forms in step 8 below.
3. Once you have completed your defense and your committee and chair have signed the above forms (step 2), convert your final approved file to PDF format. Then you can proceed with the electronic submission. **Keep in mind that the document you submit should be your FINAL document, aside from requested edits from the graduate school, no changes should be made to this document once submitted.** NOTE: Your PDF will contain a page listing your committee members' names without signatures.

*** College of Education students***

The College of Education requires an in-person meeting with the Associate Dean to review formatting. Once they review, they will direct you to submit through Proquest. Once the thesis is approved in Proquest, student will continue to Step 11 in this document.

4. To begin your electronic submission process, go to <http://www.etdadmin.com> and choose “submit my thesis/dissertation.” If you have questions that are not answered by the instructions or the FAQ's on this site, contact the Graduate School at gradinfo@uccs.edu.
5. Select a country (United States) and then choose University of Colorado at Colorado Springs from the list of schools.
6. Log in and create your account. In your contact information, be sure to use an email address that you check daily. (If your email address changes before you have finished submission, you can update your contact information at any time.)
7. You can later log in at any time and work through the “submission steps” in the left-hand column of the opening screen. Some of the choices you encounter will be optional-you will find instructions on the website as well as a helpful FAQ link. NOTE: Do not use the optional Supplementary Files or Notes tabs. **Do not bind your document or order hard copies within Proquest.** UCCS can bind your

document at a much lower cost.

8. As you complete each step, it will automatically be checked off the list. Upload your Approval and Signature pages (from step 2 above) under Administrative Documents Submission. **SAVE YOUR PRINT COPIES OF THE FORMS TO TURN IN TO THE GRADUATE SCHOOL.**
9. The final step, Submit, cannot be completed until all other required steps are completed.
10. After you complete your submission, your ETD administrator will review your document. At this point the content, style and format of your thesis or dissertation have already been approved by your committee—the administrator will review it only for consistency of format. Watch for an email from the ETD Administrator system: it will tell you if your thesis/dissertation has been accepted. If any changes are required, the email will list them and provide a direct link to the document where you need to make the required changes. Follow the link and make any requested changes. Once your document is in acceptable form, you will receive an email notifying you that it has been accepted and released to Proquest for publication.
11. When you receive the email that your document has been accepted, you can then print your hard copy. The hard copy must be single sided and printed on acid-free white paper with a paper weight between 20-28 pounds. The copy Center at UCCS in the University Center can provide this service at a reasonable cost. It is essential that the hard copy be an exact duplicate of the electronic copy, so we highly recommend that you print from the PDF version after it has been accepted. Again, one copy is required for University Archives, but up to ten additional personal copies of the manuscript may be submitted for binding at the current rate.

Note: the print copy must be single sided on acid free, white paper with a paper weight of 20-28 pounds

12. Submit the printed copy along with the signed **Electronic Thesis/Dissertation Signature and Agreement Form***, the signed **Approval of Format Form***, and a check or money order for the appropriate amount (made out to UCCS) to the Graduate School. You can make an appointment by emailing gradinfo@uccs.edu. The check or money order should pay to the order of UCCS. AN APPOINTMENT IS REQUIRED for submission to ensure staff availability at the time you want to deliver your copy. The date you submit the paper copy and the forms will be the official date of receipt sent to the graduate school.

*The Graduate School cannot accept a thesis or dissertation without the required signature form and the Approval of Format Form

13. You will receive a final email when Proquest has completed publication of your thesis or dissertation.

If you have any questions, please feel free to email the Graduate School at gradinfo@uccs.edu

Updated 07/17/2019