Checklist for Submission of Final Copy of Dissertation (all items must be completed to be considered for degree conferral):

- Complete electronic document conversion to acceptable format (i.e., Microsoft Word or PDF). Visit the TechClips for PDF conversion instructions.
- Download, print, complete, and acquire signatures of committee members and department chairperson (or designate) on the Research Paper, Thesis, Creative Project, or Dissertation (ETD) Signature Form, Signature Page and submit it to the Graduate School.
- Download, print, complete, and acquire signatures of committee members and department chairperson (or designate) on the Final Approval Form and submit it to the Graduate School.
- Submit the Incomplete ("I") Removal form, if application, to the Graduate School (departmental responsibility).
- Upload and electronically submit file(s) of the final copy of your dissertation. This includes the abstract, title page, and acknowledgement page.
- Submit the completed form for ProQuest/University Microfilms Information:
    o If you choose to authorize ProQuest/UMI to obtain a copyright for you, you need to prepay the service fee of $55.00 by turning in to the Graduate School either a U.S. Postal Money Order or a Bank Money Order in the proper amount. Personal checks cannot be accepted.
- Submit the completed form for the National Academy of Science Survey. (Omit for Doctor of Arts and Doctor of Education)
- Submit one copy of the Plan of Study (check sheet) showing all graduate courses used for the doctoral degree (minimum of 90 semester hours) signed by your committee chairperson.
- Sign and submit the information letter and form from the dean of the Graduate School on publishing of abstracts of dissertations and copyrights of dissertations.

5. Electronic Submission of Final Dissertation

- All dissertations must be received in the Graduate School by the deadline date established for each semester. Find dates at www.bsu.edu/gradschool.
- The electronic routing to all committee members and the department chairperson/designate may take several days to complete, therefore we suggest that all files be uploaded one week prior to the published Graduate School due date.
- You MUST upload all files at one sitting. Once you click the submit button, you CANNOT go back and add additional files later.

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