Documented ETD Workflows: It’s All About Process

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Gayle Porter
Faculty Librarian/Assistant Professor
Primary Administrator at CSU for ProQuest/ETDArchive
Contact Information

Gayle Porter
Faculty Librarian/Assistant Professor
Primary Administrator at CSU for ProQuest/ETDAdmin
Chicago State University
E-mail: gporter@csu.edu
Phone: 773-995-2551
About
USETDA Poster Session 2016

Type: Best Practices: The Practical Implementations of an Organization’s Practices

The poster is targeted to those new to the ETD submissions process, and new to the ProQuest/UMI ETDAdmin software submissions process. The information is ideal for employees at small-to-midsize academic institutions with limited resources and faced with the multi-faceted transition to electronic submission processes and practices.

The poster addresses the issue of novices’ (both employee’s and students’) needs to see concrete visual examples of forms and workflows in order to better understand the entire process. The poster also addresses the need for novices to view said examples in spite of institutions’ tendencies to restrict outside access to such examples claiming they comprise proprietary information.

The poster will focus on practical workflows that document the steps students, faculty/advisors, and administrators are required to take leading up to and
including the process of ETD submission, post-submission, and what all parties can expect throughout the process. Said parties have access to the required steps available on an Excel checklist designed to keep students on target for graduation and on track during the submission process.

The process includes use of ProQuest/UMI ETDAdmin submissions software. The poster will include instructions for local administration forms, explanations for and samples of local forms used by students, faculty/advisors, and administrators. It will also include instructions for students outlining the submission process, and the customized ETDAdmin checklist used by campus ETDAdmin administrators.

Types of local forms include archiving, delayed release/embargo, and ETD release/submission (for tracking purposes). Said forms, along with instructions and guidelines, are made available to the campus community via the Graduate School website. These workflows involve personnel from the Academic Affairs Office, the Registrar’s Office, academic departments/colleges, and the Library.
Workflow
Electronic Thesis/Dissertation Process - Pilot

Create ETDAdmin Account & Profile

Complete Digital Publishing, Access, Degree Audit and (if applicable) Delayed Release Forms

Oral Defense

If Work will be available through Proquest, create Abstract for ETDAdmin tool upload and review abstract with thesis/dissertation adviser

Make Changes Requested by Committee

Final Committee Approval. Approval Sheet Signed. Digital Publishing, Access, Degree Audit and (if applicable) Delayed Release Forms Signed in Program/Department/College (per policy)

Upload Abstract, create PDF of Approval Sheet add Approval Sheet to PDF of Thesis/Dissertation, Upload complete PDF and PDFs of signed Digital Publishing, Access, Degree Audit and (if applicable) Delayed Release Forms

Format Review by Academic Affairs

Forms Review by Library

Graduation Audit by Grad Office of Admissions

Complete Optional Survey to Evaluate Process

Graduation!
The University Graduate Council (UGC) approved forms for the Electronic Thesis/Dissertation process, for use in a pilot project (now an approved program). As you may know, the CSU library no longer requires paper copies of theses/dissertations and instead stores electronic versions.

The transmittal of the electronic “copy” is facilitated using Proquest/UMI software at no charge to the student. There are several forms to communicate storage and access needs, based on input from both the student and the faculty thesis/dissertation advisor. These forms indicate if the work will be accessible through Proquest, and if the work will be accessible through CSU’s digital archive (the archive will be maintained as a repository but theses/dissertations so designated may be searchable at some point in the future). These forms as well as a Student Guide and a flowchart of the process can be accessed below.

These forms duplicate the “former” process of submitting a copy of the thesis/dissertation to the library. If a student’s “Work” will not be accessible through Proquest, the documents will be transferred to CSU so there is a digital copy for local storage. This pilot applies to theses and dissertations only, not capstone projects, portfolios or other graduate student products.

- Graduate Student Guide to ETD Submission Process and Checklist
- Flowchart of Electronic Thesis/Dissertation Process at CSU

All students complete this Form:

- Digital Publishing Submission Form

Complete EITHER Form 2 OR Forms 3a and 3b (complete 3a and 3b if you or your advisor are requesting delayed release of your thesis/dissertation to allow time for publication or other use)

2. Digital Publishing with CSU Archiving with Library Access Form

OR

3a. Digital Publishing Delayed Release Request Form

3b. Digital Publishing with CSU Archiving with Delayed Release Form

All students complete this Form:

- Transmittal & Certification of Satisfactory Completion of Dissertation/Thesis for Graduate Degree Audit Form

Source:  http://www.csu.edu/provost/graduate.htm
Checklist

1. ___Student reviews deadline dates for Graduation Application Form, last date for thesis/dissertation defense set by program, submission of final version of thesis/dissertation to CSU ProQuest Student Account for Academic Affairs review and commencement ceremony registration.

2. ___Student completes Graduation Application Form available on Office of Graduate Admissions Forms site and submits by deadline in semester of graduation (resubmits if completion is delayed to a subsequent semester) Form available at [http://www.csu.edu/GraduateAdmissions/admissions/graduateforms.htm*](http://www.csu.edu/GraduateAdmissions/admissions/graduateforms.htm*).

3. ___Student enrolled in CSU ETD Resource Site on Moodle by Academic Affairs/Graduate and Professional Studies. (Spring 2014 – Will be completed after graduation application deadline).

4. ___Student gains skills to create account and post materials to student account on CSU ProQuest site:
   b. ___Creates CSU ProQuest student account/profile at: [www.etdadmin.com/chicagosu](http://www.etdadmin.com/chicagosu)
   c. ___Reads about the student submission process on p. 3-7 of the UMI ETD Administrator Guide: (see “Support & Training” page at: [http://www.etdadmin.com/cgi-bin/main/support?siteId=547](http://www.etdadmin.com/cgi-bin/main/support?siteId=547), link on CSU ETD Resource Site on Moodle.

5. ___Student submits thesis/dissertation to TurnItIn plagiarism detection software on CSU ETD Resource Site on Moodle and reviews with adviser.

6. ___Student successfully defends thesis/dissertation and completes changes required by committee; obtains committee signatures on Approval Sheet.

7. ___Student completes forms for ETD submission (available at [http://www.csu.edu/provost/graduate.htm](http://www.csu.edu/provost/graduate.htm)) and Transmittal (Degree Audit) (available at [http://www.csu.edu/GraduateAdmissions/admissions/graduateforms.htm](http://www.csu.edu/GraduateAdmissions/admissions/graduateforms.htm)):
   a. ___Digital Publishing Submission
   b. ___Archive Only or Archive w/ Library Access
   c. ___Delayed Release (if delayed release is requested to allow for publication or other use)
   d. ___Transmittal (Degree Audit)

8. ___Student obtains signatures for above forms plus Approval Sheet (Adviser, Program/Department/College, Academic Affairs, Library Representative as part of the ETD submission process).

9. ___Student creates ETD Abstract, reviews with adviser and uploads to CSU ProQuest student Account ETD Details page.

10. ___Student adds Approval Sheet with signatures to Thesis/Dissertation PDF.

11. ___Student uploads to CSU ProQuest student account:
    a. Thesis/Dissertation PDF
    b. Individual PDFs of each signed form saved with filename “lastname_firstname_form name year.pdf”
       i. ___Digital Publishing Submission (through Part I if off-campus)
       ii. ___Archive Only or Archive w/ Library Access
       iii. ___Delayed Release (if delayed release is requested to allow for publication or other use)
       iv. ___Transmittal & Certification (after Advisor & Committee signs)

12. ___Thesis/Dissertation Format Review by Academic Affairs (make changes and upload if required)
    a. ___Upload to CSU ProQuest student account PDFs of Digital Publishing Submission and Transmittal & Certification forms updated with Assistant Provost/Designee signatures

13. ___Forms Review by Library Representative (make changes if requested)
    a. ___Upload to CSU ProQuest student account PDFs of Digital Publishing Submission and Transmittal & Certification forms updated with Library Representative signature

14. ___Transmittal & Certification form to Graduate Office of Admissions
    a. Graduation Audit by Graduate Office of Admissions

15. ___Complete survey sent by Academic Affairs/Graduate and Professional Studies to evaluate ETD process.

*URLs may change, current urls posted on CSU ETD Resource Site on Moodle
Revised 2/12/14
16. ___Graduation!!!
17. ___Order bound copies of thesis/dissertation from ProQuest or arrange for binding through local source (optional).
18. After graduation, the following steps occur (no student involvement):
   a. Clearinghouse Report of Graduates is created by Registrar and sent to Library Representative and Academic Affairs Graduate and Professional Studies Office (approximately 3-4 weeks after graduation ceremony).
   b. Final file review of students listed on Clearinghouse Report of Graduates by Library Representative within 5 business days of receipt of report
      i. Thesis/Dissertation delivered to ProQuest/UMI or labeled for “CSU Digital Thesis/Dissertation Archive only” by Library Representative
      ii. Thesis/Dissertation published by ProQuest/UMI 8-10 weeks later or stored for “CSU Digital Thesis/Dissertation Archive only”
      iii. ProQuest arranges for printing/binding of thesis/dissertation, if ordered by student, and ships to student

*URLs may change, current urls posted on CSU ETD Resource Site on Moodle
Revised 2/12/14
Submittal Form
DIGITAL PUBLISHING SUBMISSION FORM

Directions: 1. Student completes Part I; 2. Uploads PDF of “Work” to ETDAdmin Tool at: www.etdadmin.com/chicagosu; 3. Prints “ETD Details” page(s) from student’s ETDAdmin file; 4. Obtains required signatures in Part II indicating approval of content & format: Uploads advisor-approved Form to ETDAdmin file; 5. Uploads revised PDF of Academic Affairs approved “Work” to ETDAdmin file after format review; 6. Academic Affairs uploads approved Form to student’s ETDAdmin file; 7. Library Representative completes part III and uploads to student’s ETDAdmin file; 8. Student uploads PDF of all completed digital publishing & Transmittal for Degree Audit forms to Administrative Documents in ETDAdmin file prior to final sign off from Library. Student will make all changes including any identified after approval and failure to do so may result in reversal of degree award.

I. STUDENT INFORMATION

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
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<tr>
<th>Academic Program</th>
<th>Degree</th>
<th>Term of Completion</th>
<th>Defense Date</th>
<th>Style Guide/Year/Edition</th>
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<th>Thesis/Dissertation Title</th>
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Signature / Statement of Assurance of Original Work

Except where reference is made to the work of others, the “Work” is my own or was done under the guidance and/or active cooperation or collaboration with my advisory committee. I (the undersigned student) confirm that the “Work” was reviewed via the TurnItIn Tool and that I (or a designee*) will upload an electronic copy of the same version (with same content/format) of the “Work” to the ETDAdmin Tool within 3 calendar days of obtaining required signatures from my Thesis/Dissertation Advisor/Chair. Upon recommendation of Thesis/Dissertation/Project Advisor/Chair, a final copy of the “Work” (with revisions if needed) will be added to the ProQuest Dissertations & Theses Global (PQDT Global) or to the CSU Digital Collection.

STUDENT/DESIGNEE: ___________________________ DATE: ______

*Departmental- or College-designated employee (optional)

II. REVIEW AND ACCEPTANCE FOR DIGITAL SUBMISSION TO PROQUEST/UMI

<table>
<thead>
<tr>
<th>Signature of Approval</th>
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<tbody>
<tr>
<td>The Thesis/Dissertation Advisor/Chair indicates approval of the “Work” for:</td>
</tr>
<tr>
<td>a. Digital submission to ProQuest/UMI Y/N (circle one) and;</td>
</tr>
<tr>
<td>b. For CSU Archive Access* Y/N (circle one)</td>
</tr>
<tr>
<td>per the conditions specified in the student’s file in the ETDAdmin Tool. Student has produced report that indicates the “Work” does not show evidence of plagiarism.</td>
</tr>
<tr>
<td>THESIS/DISSERTATION ADVISOR/CHAIR: ___________________________ DATE: ______</td>
</tr>
<tr>
<td>The Associate Provost/Designee has inspected the final corrected version of the “Work” named above in digital format (after submission to the ETDAdmin Tool) and certifies satisfactory compliance with the digital Thesis/Dissertation format; and indicates approval of the “Work” for digital submission to:</td>
</tr>
<tr>
<td>a. ProQuest/UMI or:</td>
</tr>
<tr>
<td>b. CSU Digital Collection (circle one to affirm Thesis/Dissertation Advisor/Chair’s selection).</td>
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<tr>
<td>ASSOCIATE PROVOST OF GRADUATE AND PROFESSIONAL STUDIES/DESIGNEE: ___________________________ DATE: ______</td>
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III. VERIFICATION OF SUBMISSION AND DELIVERY TO PROQUEST/UMI

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<tr>
<th>Checklist of Submitted Items</th>
<th>ETDAdmin Submission Date:</th>
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<tr>
<td>1. Original “Work” uploaded in PDF format to student’s file in ETDAdmin Tool</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Archiving Agreement Form completed (&amp; PDF copy uploaded to student’s file in ETDAdmin Tool).</td>
<td></td>
</tr>
<tr>
<td>3. Original “Work” is a product of an approved CSU research grant or project.</td>
<td></td>
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<tr>
<td>4. Original “Work” meets the criteria for delayed release.</td>
<td></td>
</tr>
<tr>
<td>5. Delayed Release Form completed (&amp; PDF copy uploaded to student’s file in ETDAdmin Tool). (Delayed release option will be implemented per specifications on completed Delayed Release Form.)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Approval

I have reviewed the Checklist of Submitted Items and verified that PDF copies of the “Work” and required forms listed above were uploaded to student’s file in ETDAdmin. I confirm by my signature below that the “Work” is ready for digital submission to: a. ProQuest/UMI or b. CSU Digital Collection (circle one to affirm Thesis/Dissertation Advisor/Chair’s selection) per conditions specified in the student’s file in ETDAdmin. I also verify that an authorized CSU employee “accepted” the “Work” on: ______ (DATE) for delivery to ProQuest/UMI or to the CSU Digital Collection.

LIBRARY** / COLLEGE*** DESIGNEE: ___________________________ DATE: ______

** A library employee / *** A CSU employee designated by Department or College (optional) authorized to verify submission of digital (PDF) copies of student “Work” and required related forms.

Digital Thesis/Dissertation Publishing at Chicago State University

Option 1
No Delayed Release
Digital Publishing Agreement for CSU Archiving with LibraryAccess

Directions:
1. If you did not request Delayed Release for your thesis/dissertation, read, sign, and date this form.
2. Scan completed form and save it as a single PDF.
3. Name your file as follows:
   
   "[last name]_[first name and middle initial]_Archiving_with_LibraryAccess_[T or D]_[year of defense]"
   
   (for example, Doe_JaneA_T_2014).

The student/author retains the copyright to his/her thesis or dissertation. As a condition of being awarded the degree, however, the student/author is required to allow a digital copy of his/her work to be added to the Chicago State University Digital Thesis/Dissertation Archive Collection. The student/author may choose to allow potential access to a digital copy his/her work from said Archive Collection as specified below:

I hereby grant permission for my thesis or dissertation to be placed in the Chicago State University Digital Thesis/Dissertation Archive Collection for searchable access.

I also hereby allow Chicago State University and its agents the non-exclusive rights to archive, retain, use, make accessible, and distribute a limited number of copies of said thesis or dissertation in whole or in part, and in all forms of media now or hereafter known, together with the right to require its duplication for archival use and/or storage, per the conditions specified in my file in the ETDAdmin Tool. I retain all other ownership rights to the copyright of this work and the right to use in the future all or part of this work.

I understand and agree with the statements in this document.

_______________________________________________________________________________
Student Author Signature Printed Name Date
Option 2

Delayed

Release
Digital Publishing Agreement for CSU Archiving with Delayed Release

Directions:
1. If you did request Delayed Release for your thesis/dissertation, read, sign, and date this form.
2. Scan completed form and save it as a single PDF.
3. Name your file as follows:
   
   
   
   "[last name]_[first name and middle initial]_Archiving_Only_[T or D]_[year of defense]"
   
   (for example, Doe_JaneA_Archiving_Only_T_2014).

You as student/author retain the copyright to your thesis or dissertation. As a condition of being awarded the degree, however, you as student/author are required to allow a digital copy of your work to be added to the Chicago State University Digital Thesis/Dissertation Archive Collection as specified below:

I hereby grant permission for my thesis or dissertation to be placed in the Chicago State University Digital Thesis/Dissertation Archive Collection.

I also hereby allow Chicago State University and its agents the non-exclusive rights to archive and retain a limited number of copies of said thesis or dissertation in whole or in part, and in all forms of media now or hereafter known, together with the right to require its duplication for archival use and/or storage, per the conditions specified in my file in the ETDAdmin Tool. I retain all other ownership rights to the copyright of this work and the right to use in the future all or part of this work.

I understand and agree with the statements in this document.

_______________________________________________________________________________
Student Author Signature       Printed Name       Date
Digital Publishing Delayed Release Request Form

Directions: 1. Complete this form in consultation with your Thesis /Dissertation Advisor. 2. Scan completed form and save both pages as a single PDF file (for PDF merging, visit: http://foxyutils.com/mergepdf/). 3. Name your file as follows: "[last name]_[first name and middle initial]_Delayed_Release_[T or D]_[year of defense]" (for example, Doe_JaneA_T_2014). 4. Upload into the area labeled: “Delayed Release Form” on the Administrative Documents page of your file in the ETDAdmin Tool at: www.etdadmin.com/chicagosu.

REQUEST DELAYED PUBLIC RELEASE OF YOUR THESIS OR DISSERTATION

Student Author Name: ____________________________________________

Thesis /Dissertation Title: _______________________________________________________________________

Department: ______________________________________ Degree Program: ___________________

Degree Type (Circle one): M.A., M.F.A., M.S. or Ed.D. Term of Completion: ____________________

Reason for Delayed Release of Thesis /Dissertation

Choose any/all option(s) that apply from 1-5 below and add information as requested:

1.a. ____ Pursuant to a CSU contractual obligation, or to grant a research sponsor time needed to conduct prepublication review in order to identify sponsor's proprietary information.

   Contract/Grant No.: ____________________________________________ (required if applicable)
   Sponsor: ________________________________________________________ (required if applicable)
   Principal Investigator: ____________________________________________ (required if applicable)

   Did the funding agency require a data sharing plan for this award? Yes__ No__

   If “yes”, is the delayed release period chosen consistent with the data sharing plan”? Yes___ No___

1.b. ____ May include pilot data for a pending grant application.

   Please attach statement or explain below any additional information about the reason for delayed release.
   __________________________________________________________________________________________
   __________________________________________________________________________________________

2.____ To provide time for evaluation of potentially patentable technology by Chicago State University and/or its technology transfer agents.

   Please attach statement explaining the reason for delayed release and name of CSU faculty/administrator(s) who have knowledge of this potentially patentable or explain/provide information below.
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   Invention Title: _______________________________________________________________________
   Inventor(s): ____________________________________________________________________________

3. ____ Progress report and/or manuscript in preparation.

Digital Thesis/Dissertation Publishing at Chicago State University

Reason for Delayed Release of Dissertation/Thesis (continued)

4. ____ Potentially publishable or commercializable material.

5. ____ Other: Please attach statement explaining the reason for delayed release or explain below.
________________________________________________________________________________________
________________________________________________________________________________________

Delay Period Options

Request dissertation or thesis access after graduation date. (Circle one):

6-months  1 yr  2 yrs  3 yrs  4 yrs  5 yrs  6 yrs  7 yrs  8 yrs  9 yrs  10 yrs

Note: An extended delay (5-10 years) is permissible only upon written authorization from the Thesis/Dissertation Advisor or Principal Investigator of the project that provided funding.

Approval Recommendations

Student Author’s Signature indicates acknowledgement that:

A. The student’s advisor and/or primary investigator has the right to authorize:
   1. Delayed release of student’s work; and
   2. The length of the delay period
   3. Any changes to the delay period

B. The following approvals are required for delayed release that apply to this request:

___________________________________________________________________________________

Student Author Signature       Printed Name       Date

We have reviewed the requested reasons for delayed release of the thesis/dissertation named above and we indicate our approval or disapproval of said manuscript for delayed release by our signatures below:

_________________________________________________________________________________________________
Thesis/Dissertation Advisor Signature       Printed Name       Date       ____ I agree       ____ I disagree

_________________________________________________________________________________________________
Principal Investigator Signature       Printed Name       Date       ____ I agree       ____ I disagree
(Required if student chose option 1a/b on page 1 of this form)
Degree Audit Form
Transmittal & Certification of Satisfactory Completion of Dissertation/Thesis for Graduate Degree Audit

Directions: Complete Part I; obtain signatures in Part II and Part III; and, submit fully signed form to the Office of Admissions, ADM 126 for graduate degree audit.

Part I.

Student Name: _______________________________________________________

Student CSU ID: _______________ Program: __________________________________

Degree Sought: □ MA □ MAT □ MSED □ MFA □ MPH □ MSN □ MS □ MSW □ MOT □ EDDL

Thesis/Dissertation Title: ____________________________________________________________________
__________________________________________________________________
__________________________________________________________________

I recommend that the thesis/dissertation listed above be accepted in partial fulfillment of the degree requirements.

Part II.

Please print and do not sign until the signature above yours has been obtained.

1. ___________________________ Date __________
   Thesis/Dissertation Advisor/Chair

2. ___________________________ Date __________
   Graduate Program Representative* (determined by department)

3. ___________________________ Date __________
   Assistant Provost of Graduate & Professional Studies/Designee

Part III.

Review and acceptance of Digital Publication Submission to ProQuest/UMI and/or CSU Digital Collection completed.

4. ___________________________ Date __________
   Library Representative

5. Received by ___________________________ Date __________
   Office of Admissions

(Revised Sept 2013)
ProQuest
Software
Upload Page
Overview
The instructions below explain which forms to upload as required by CSU as part of the electronic thesis and dissertation (ETD) digital publication process.

In order for your submission to ProQuest/UMI to be complete, you (as a student or designee) are required to complete and upload three or more Administrative Documents generated during the ETD approval and submission process.

NOTE: All of the pages of a given form must be merged into a single PDF file. For example, the Delayed Release Form consists of two pages. After you scan each page, merge them together using a type of PDF merge software, such as FoxyUtils Merge PDF at: https://foxyutils.com/. You do not need to download this software in order to use it.

These documents will be stored in your ETDAdmin file for CSU record-keeping purposes. They will not display with your thesis/dissertation in the ProQuest Dissertations & Theses database.

Naming Your PDF Files
When saving your PDF files, you must name them in the following format:

[<your last name>]<[your first name and middle initial]>_[Form name]_[T or D]*_[Year]

Example 1: Smith_John_Digital Pub Submission_D_2016
Example 2: Smith_John_Archiving_w_Access_D_2016
Example 3: Smith_John_Archiving_w_Delayed Release_D_2016
Example 4: Smith_John_Delayed Release_D_2016
Example 5: Smith_John_Transmittal Certification_D_2016

*T=Thesis; D= Dissertation
Completing Your Forms
Below is a list of forms that you will have to complete as part of the ETD process.

1. **Digital Submissions Publishing Form** (REQUIRED)

   This form certifies your completion of local CSU forms required for digital publication. All students who graduate after May 2013 are required to upload this form.

   **One type** of Digital Publishing Agreement Form (REQUIRED):

   1. **Digital Publishing Agreement for CSU Archiving with Library Access Form**

      Use this form to give permission for CSU to archive and provide access to the pre-published PDF of your work. The PDF will be stored by CSU and may be accessible in the future to the Chicago State University community.

      **OR**

   2. **Digital Publishing Agreement for CSU Archiving with Delayed Release Form**

      Use this form to give permission for CSU to **archive** the pre-published PDF of your work. The PDF will be stored by CSU but will not be accessible in the future to the Chicago State University community. If you chose to delay the release of your work, you are **required** to consult with your advisor about which type of archiving form to complete (see below).

3. **Digital Publishing Delayed Release Request Form** (REQUIRED only if choosing delayed release)

   This form specifies how long you want to delay access to your work (to the broader scholarly community) via the ProQuest Dissertations & Theses Global database.

4. **Transmittal & Certification of Satisfactory Completion of Dissertation/Thesis for Graduate Degree Audit Form**
Internal Checklist
Checklist in ETDAdmin:

Certification of Thesis/Dissertation Committee Approval (Signature Approval Sheet) is complete
Note: Yes per GP as of August 23, 2016

Signature Approval Sheet is inserted correctly in the ETD PDF & uploaded to student's ETDAdmin file
Note: Yes per GP as of August 23, 2016

ETD PDF is legible and complete before library submission to UMI
Note: Yes per GP as of August 23, 2016 but title on title page

Digital Publishing Submission Form is complete & uploaded to student’s ETDAdmin file
Note: Done as of August 25, 2016

Correct Archiving Form is complete & uploaded to student’s ETDAdmin file
Note: Yes per GP as of August 23, 2016

Delayed Release Request Form is complete & uploaded to student’s ETDAdmin file
Note: Yes per GP as of August 23, 2016

Transmittal form is complete & uploaded to student’s ETDAdmin file
Note: Done as of August 25, 2016

Copyright filing payment received (if applicable)
Note: N/A

☑ All degree requirements have been met; approved degree for conferral per Clearinghouse Report