

## Clarion University of PA

### Electronic Submission of Dissertations and Theses

Summer 2015

Students will submit electronic copies of theses or dissertations to ProQuest and submit to the Registrar's Office only the original title/signature page and the ProQuest confirmation e-mail.

#### Costs for students

1. No charge for basic service.
2. Students are able to select copyright protection or no copyright protection and can choose how much information is released and searchability features. (Please refer to the ProQuest website for pricing)
3. Students who wish to have bound copies may place an order for copies directly through ProQuest. (Please refer to the ProQuest website for pricing)

#### Process

1. Students successfully defend the thesis or dissertation.
2. The student's Thesis or Dissertation Committee verifies that the thesis or dissertation meets the style guidelines.
3. The Title/signature page is signed by the committee chairperson and each member of the committee as well as the Dean.
4. The student submits the Title/signature page, with original signatures, to the Office of the Registrar. Students are encouraged to keep a copy of the signature page for their own records.
5. The student uploads final electronic copy of the thesis or dissertation into UMI/Proquest. This copy must be a single file in pdf format.
6. The committee chair reviews the submission in ProQuest and releases it (delivers it).
7. The student forwards the confirmation email from ProQuest to the Office of the Registrar.
8. Upon receipt of both the original Title/signature page and the ProQuest confirmation email, the Office of the Registrar records thesis/dissertation title and date.

#### ProQuest Process

1. To submit:
  - a. Go to <http://www.etsadmin.com> and choose "Submit my dissertation/thesis".
  - b. Select Clarion University of Pa from the list provided.
  - c. Create an account or login using an existing account.
  - d. Once an account is created, the ProQuest ETD Administrator software will walk students through a simple process that involves accepting the publishing agreement and uploading the relevant files and information about the submission.
2. After students complete the submission in ProQuest, it is stored in a data base. The Committee Chair must review the submission and release it (deliver it) to ProQuest/UMI Dissertation Publishing.
  - a. University sets up account
  - b. University assigns administrator(s); usually the Committee Chairs
  - c. When student submits thesis or dissertation, administrator receives e-mail. Administrator logs in, completes checklist, and then approves/releases submission.
  - d. Students and administrators receive a confirmation email from UMI/Proquest