<table>
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<th>Section</th>
<th>Instructions</th>
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| Follow Step-by Step Guide            | Make sure you:  
  ● Have submitted all the required forms  
  ● Look at the Graduation Calendars and Deadlines to make sure you understand when everything is due.  
  ● Have Applied to Graduate in Trailhead by the deadline.                                                                                       |
| Write your Thesis/ Dissertation      | Refer to:  
  ● Sample Thesis  
  ● Thesis Writer’s Guide  
  ● Thesis Checklist  
  ● Graduation Checklists & Deadlines                                                                                                               |
| Submit your Thesis Defense Request Form | Submit the form to your department  
  ● See your department for deadlines  
  ● Office of Graduate Studies (OGS) recommends that you defend at least 1 week prior to the upload deadline to allow time to make all the departmental corrections. |
| Defend your Thesis/ Dissertation      | ● Defend at least one week prior to the upload deadline. Please plan enough time to make all content revisions.  
  ● All students must be registered to defend, unless checking out early (see Graduate Bulletin)  
  ● OGS forms to bring to defense:  
    ○ Submittal Page—signed by advisor, co-advisor (if applicable) and department head  
    ○ Checkout Card (includes your Statement of Work Completion) —signed by entire committee & department head.  
    OGS prints checkout cards after students have applied to graduate in Trailhead. |
| Make Corrections on Thesis/ Dissertation | ● Content corrections must be approved by committee before uploading thesis/dissertation in ProQuest.  
  ● After all corrections have been approved by your advisor/committee, obtain the signatures on the signed Submittal Page.  
  ● Refer to the Checklists & Deadlines chart for upload and check-out deadlines                                                                        |
| Submit Signed Submittal Page         | Submit to Office of Graduate Studies (OGS)  
  ● Student Center Room E140  
  ● Submit by 5:00 p.m. on day of upload deadline. Failure to submit your signed submittal page by 5:00 p.m. on the day of the upload deadline means that you have missed the deadline. |
| Create an Account with ProQuest      | It may take about an hour to create an account and upload. Please create only one account.  
  ○ If you need to upload supplemental files, make sure to allow sufficient time to upload all the files.  
  ○ Review the ProQuest guide Preparing your Manuscript for Submission (including supplemental files)  
  ● Prepare Abstract  
  ● Identify other thesis and degree data including your subject category  
  ● Decide on publishing option  
    ○ ProQuest/UMI Traditional Publishing Agreement  
    ○ ProQuest/UMI Open Access Publishing Agreement  
  ● Decide on delay agreement (embargos)  
    ○ 6 months or 1 year (No exceptions made for longer delays)  
  ● Enter non-CSM email address  
  ● Confirm accurate spelling of department, advisor and committee members  
  ● Determine if you want to pay for copyright protection or need copyright permissions  
  ● Make sure you have followed the Thesis Writer’s Guide.  
  ● Decide if you want to purchase an extra copy of your bound thesis  
    ○ You will receive 1 free copy. Contact your department for delivery guidelines. |
| Upload in ProQuest                   | Upload your thesis/dissertation in ProQuest  
  ● Upload by midnight on day of deadline                                                                                                           |
| Formatting Revisions/ Approval       | OGS will review your formatting within approximately 48 hours of upload (Monday-Friday)  
  ● Check email daily (or more) to check for necessary revisions. Make sure to check the personal email you entered in ProQuest  
  ● Correct all necessary revisions promptly (corrections are not optional)  
  ○ Revision emails will be sent from a ProQuest email address  
  ○ Follow directions in email to submit revisions  
  ○ All students who upload by the deadline will be guaranteed 2 format reviews.  
    - In the event a student does not make the necessary revisions and requires OGS to review the thesis a 3rd or 4th time, the student may not have the thesis approved by the check-out deadline.  
    - If the thesis is not approved by the check-out deadline, the student will not be able to check-out.  
  ● Once formatting has been approved, you will get an email from ProQuest & you may check-out  
  ● Formatting must be approved by check-out deadline  
    ○ If formatting is not approved by deadline, then:  
      - Graduation will be delayed and/or  
      - You will need to register for the next semester                                                                                               |
| Check-Out to Graduate                | Submit all forms to OGS by 5:00 pm on day of check-out deadline:  
  ● Completed Check out Card, which includes your Statement of Work Completion form  
  ● Survey of Earned Doctorate (PhDs only)-online                                                                                                                                                  |