

PENNSTATE



The GRADUATE SCHOOL

Thesis Office  
115 Kern Building  
University Park, PA 16802

Phone: 814/865-5448  
Fax: 814/863-4627  
Email: [gradthesis@psu.edu](mailto:gradthesis@psu.edu)

## How to Submit a Master's Thesis

1. **Become familiar with the thesis format requirements by reading the Thesis Guide carefully** (<http://www.gradsch.psu.edu/current/thesis/guide.html>).
2. **Activate the intent to graduate on eLion during the semester in which you plan to graduate.** For deadlines, go to <http://www.gradsch.psu.edu/current/thesis.html>.
3. **Send a thesis submission form\* and a draft of the thesis (by email) to the Thesis Office by the specified deadline.** The thesis must be sent as either a Word or a pdf file to [gradthesis@psu.edu](mailto:gradthesis@psu.edu). Corrections and detailed instructions will be returned to you within two weeks.
4. **Make any changes required by thesis adviser, other reviewers, and the Thesis Office.** Receive approval in the form of signatures on the signatory page.
5. **Review the thesis one final time** to be sure that no further changes are needed. It will not be possible to make corrections after final approval by the Thesis Office.
6. **Deliver final thesis to the Thesis Office.** Pay \$17 thesis fee (cash, check, or money order payable to Penn State). Note: Be sure to sign the permission-to-copy page in the final copy.
7. **Await verification of thesis approval by e-mail.** If changes are required, you will be notified. Theses will be shipped to the Library for processing after graduation. If bound copies are needed, contact the Multimedia & Print Center in Hostetter Business Services Building (814/865-7544) (<http://www.multimediaprint.psu.edu/>) or you may use an off-campus source. All copies are the author's responsibility. The Graduate School does not provide copies.

\*The submission form and links to all Thesis Office information can be found at <http://www.gradsch.psu.edu/current/thesis.html>