

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

How to Submit a Doctoral 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. Corrections and detailed instructions will be returned to you within two weeks.
4. **Defend the thesis and make any changes required by the committee (this can be done either before or after the format review, as long as specified deadlines are met).** Receive approval from the committee in the form of signatures on the Doctoral Thesis Approval 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. **Upload the final eTD to the eTD Web site and submit all supporting materials to the Thesis Office by the specified deadline.** Supporting materials are: signed Doctoral Thesis Approval Page; UMI Agreement; Survey of Earned Doctorates; thesis fee of \$70 (check or money order payable to Penn State).
7. **Await verification of thesis approval by e-mail.** If changes are required, you will be notified. eTDs will be available on the eTD Web site 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>