

Dissertation Checklist for Electronic Submission

- I have submitted a PDF file to my graduate coordinator. The filename is my Andrew ID, department, and year. (Example: andrewid_history_2016.pdf)

Student Name (print) _____ Date: _____

Andrew ID (print) _____

You must choose **at least one** of the following. You may choose both.

- Research Showcase @ CMU** (Carnegie Mellon institutional repository)

- I **do** want my dissertation added to Research Showcase.

→ Choose one access option:

- Immediate open access.

- Delayed open access. – Choose one embargo period:

- 6 month embargo

- 2 year embargo

- 1 year embargo

- 5 year embargo

- Restricted access to CMU users only.

→ Permission to circulate digital copy through Interlibrary Loan
(for dissertations with delayed open access or restricted access):

- Yes

- No

- I do **not** want my dissertation added to Research Showcase

Student Signature _____ Date: _____

- ProQuest Dissertations and Theses Full Text** (commercial database)

- I **do** want my dissertation submitted to ProQuest. (Print out ProQuest form from CMU Libraries' web site and fill out.)

- Page 4 – “Publishing Options and Signature” – Money Order if applicable.
(The traditional publishing fee of \$25 is paid by the library. Open access is an additional \$95 to be paid by the student if this option is chosen.)

- Page 5 – “Dissertation Submission Form”

- Page 6 – “Copyright Registration Form” (OPTIONAL) – Money Order if applicable. (\$55 fee to be paid by the student.)

- I do **not** want my dissertation submitted to ProQuest.

**Return this checklist and accompanying materials
to your graduate coordinator.**