

STUDENT DISSERTATION SUBMISSION PROCESS

<http://www.cmu.edu/cee/current/graduate/phd/index.html>

PRIOR TO AND DURING THE EXAM-

- **Schedule** the date of the defense with your committee
- **Reserve** the room with Marilu Lundeen
- **Submit completed [PhD Defense Announcement](#) form** to Maxine a minimum of two weeks prior to your defense. The Form is available on the CEE Resource webpage.
- **Prepare the [Committee Sheet](#)**, which you will print and present this page to your committee chair at your defense. This form will be signed by each committee member at the end of the defense for submission to Maxine. Committee Members attending remotely will be asked to send an email confirming their agreement with the exam outcome to Maxine, which will be printed and attached to the committee page.

AFTER EXAM –

- **Submit** the completed and signed [Committee Sheet](#) to Maxine
- **Refer to the [CIT Dissertation Standards, Instructions, Templates and Policies](#)** link on the PhD Program Requirements webpage.

READY FOR SUBMISSION

- **Email** your dissertation in **pdf format** to Maxine, who will create the Dissertation Signature page and gather advisor signature. Larger files may be submitted via Box or on USB.
- **Email** the [Thesis Submission Checklist](#) to Maxine
- **Submit your dissertation online** at:
<http://www.etsadmin.com/cgi-bin/school?siteId=717>.

Common questions:

- Traditional publishing – no charge
- ProQuest and Research Showcase are both required.
- Copyright – When in doubt, ask your Advisor if they suggest that you apply for copyright. If you choose to copyright, note there is a fee to have ProQuest do it for you. Alternately, you can apply for copyright free of charge through the US Copyright Office website at any time.
- Ignore the legal statement about previously published papers.
- **Order a bound copy for your Advisor(s)** directly from the ProQuest through the dissertation submission online site.
- **Complete and submit the [Survey of Earned Doctorates](#)** online (available on the CEE webpage).