



# Dissertation Submission Checklist

Student Name: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

The following documents are necessary for completing your dissertation and final requirements for conferral of your degree.

Please note: Prior to submission of your electronic submission, email [gradschool@clarku.edu](mailto:gradschool@clarku.edu) for approval of all formatting. This will assist you in insuring that your work meets Clark's guidelines.

Fill in your name, dissertation title, check off items below as you complete them and submit this checklist to your department assistant. This form will be submitted to the Graduate Arts & Sciences office along with the PhD Degree Requirements Complete Form and the Signature Page.

Student Check Here	Form/Action	Notes
	Application For Degree completed through CUWEB (Available during open enrollment periods.	Please look for the email from the Registrar's office each term announcing the opening of the graduation application.
	Survey of Earned Doctorates	Complete online-Graduate Arts & Sciences office will receive email confirming completion of the survey at <a href="https://sed-ncses.org/login.aspx">https://sed-ncses.org/login.aspx</a>
	Electronic Submission to ETD Administrator	Submit electronic copy (PDF) ProQuest Dissertation Publishing. Be sure to embed fonts prior to converting the file to a PDF. <a href="http://www.etsadmin.com/clarku">www.etsadmin.com/clarku</a>  <b>Did you request an embargo on your work from ProQuest?</b> Yes            No If yes, dates of embargo: from _____ to _____
	Graduate Student Exit Survey	<a href="https://clarku.qualtrics.com/jfe/form/SV_3yLMjO6lpTwtK86">https://clarku.qualtrics.com/jfe/form/SV_3yLMjO6lpTwtK86</a>
Dept. Check Here	Form/Action	Notes
	Degree Requirements Complete Form	Your department assistant will submit this form to the Graduate Arts & Sciences office prior to your dissertation submission.
	Signature Page	Your department assistant will submit this form to the Graduate Arts & Sciences office after your advisor has approved of your electronic submission.