Paperwork and preliminary submission due: August 5, 2016:

Please submit the following to the Office of Academic and Student Affairs, 6 Washington Square North, Room 222. Electronic attachments are not allowed.

- **One copy of the title page.** It does not have to be signed by your advisor.
- **The Abstract Approval form (original signature is required).**
- **Two copies of the abstract.** The abstract must be typed, double-spaced, conform to the dissertation margin requirements and include the title, author and advisor’s names in the header. Abstracts can be revised up to the final dissertation deadline.
- **The ProQuest Publishing Agreement Form.** This form can be found in the booklet “2015-2016 ProQuest Publishing Agreement” on pages 4 through 6 OR you can submit a printed copy from the ProQuest site. All fees/payments must be made online via the ProQuest site.
- **Survey of Earned Doctorates**

Submit Electronically:

- **The preliminary dissertation submission** must be uploaded through the ProQuest/UMI site. The submission must be correctly formatted: double-spaced and the margins must be one inch on all four sides. Page numbers must be at minimum, ⅝ of an inch from the edge of the page, bottom-centered or top-centered (set the header/footer settings to 1 inch) and must not be in the right hand margin. There should be at least two or three lines between the page number and the text/footnotes. The formatting must be in accordance with the guidelines in the A Formatting Guide for Successful Completion of the Doctoral Dissertation. The first upload of the dissertation may be a working copy, but it **MUST** be correctly formatted. **It will not** be considered final until it has been reviewed and defended.

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*The hard copies of the paperwork above must be submitted and the preliminary dissertation must be uploaded by August 5, 2016*

Paperwork and final submission due: September 16, 2016:

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- **One copy of the signed title page** (original signature is required).
- **The Advisor Approval Form** (original signature is required).

Submit Electronically:

- You must upload your final dissertation via the link provided in the preliminary dissertation review email.