

THESIS/DISSERTATION SUBMISSION CHECKLIST

Name: _____ **Email:** _____
ID #: _____ **Phone:** _____

*Guidelines for preparing theses and dissertations can be found on the Office of Graduate Studies website at: <http://gradstudies.missouri.edu/policies/thesis-dissertation/guidelines/> or in Thesis/Dissertation group on Blackboard.

**Students have the option to submit their thesis and dissertation materials online via Blackboard. If you would like to utilize this option, you can enroll yourself through the following steps:

1. Log into blackboard: <https://bblearn.missouri.edu/webapps/portal/frameset.jsp>
2. Click on My Organizations at the top and towards the right of the screen
3. Search key words 'Graduate School'
4. Select the ID org_grad_thesis_dissertation and click on 'Enroll'
5. The next time you log into Blackboard, the site will be listed under My Organizations

1. Materials to be Submitted **by Paper Only**

- Thesis/Dissertation Processing Fee Statement**
 - Processing Fee Payment** (Check or Money Order only)
- Thesis/Dissertation Publishing Agreement form**

2. Materials to be Submitted **Online or by Paper**

- Electronic Release Form**
- Approval Page**
- Permission for any 3rd-party copyrighted materials** (if applicable)
- Survey of Earned Doctorates/Confirmation of Survey of Earned Master's**
 - Addendum to the Survey** (for Doctoral students only, last page of online survey)

3. Materials to be Submitted **Online**

- Public Abstract:** created using the Public Abstract Generator
- Short Abstract:** created following the sample in the formatting guidelines
- File Declaration:** blank form available in thesis/dissertation guidelines
 - Include only the following 4 files: research.pdf, short.pdf, public.pdf, and declaration.pdf
 - Fill out form completely for these four documents
- Thesis/Dissertation:** please arrange your thesis/dissertation in the following order
 - Title Page**
 - Copyright page** (optional)
 - Approval Page:** typed, unsigned copy
 - Dedication** (optional)
 - Acknowledgements:** Roman numeral page numbers begin here, numbered "ii"
 - Table of Contents**
 - List of Tables/Figures/Nomenclature:** only include if work contains tables/figures, etc.
 - Abstract** (optional as part of thesis/dissertation)
 - Thesis/Dissertation Text:** Arabic numeral page numbers begin here, numbered "1"
 - Vita** (not a Curriculum Vita; required for Doctoral students, optional for Master's students)

***If you prefer, you can still submit all of your materials to the Office of Graduate Studies in person or by mail. If you decide to use this option, you will need to include a CD containing your electronic documents with your thesis/dissertation materials. If you have questions about this process, please let us know!