

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 course in Canvas.

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

1. Log into Canvas: <https://missouri.instructure.com/>
2. Select "Courses" from the menu on the left-hand side of the screen and click on the "All Courses" link
3. Click "browse more courses" and search key words "graduate studies"
4. Find the correct course, either "Doctoral (PhD, EdD) Dissertation Submissions" or "Master's Thesis Submissions" and click on the "Join this Course" button.
5. The next time you log into Canvas, the course will be listed with the rest of your Canvas courses

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

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!