

DISSERTATION AND THESIS SUBMISSION PROCEDURES

Students are responsible for meeting ALL related deadlines, as noted in the Academic Calendar at <http://registrar.uncc.edu/calendar>. If you submit your approved dissertation or thesis after the deadline, your graduation may be delayed until the next term.

The procedures and formatting requirements can be found at <http://gradlife.uncc.edu/resources/dissertation-thesis-formatting>. You must follow all review procedures before submitting your dissertation or thesis electronically to ProQuest at <http://www.etsadmin.com/cgi-bin/home>. Please contact Ms. Aura Young ayoun106@uncc.edu in the Center for Graduate Life to schedule a formatting review prior to the deadline.

Submission:

After all necessary revisions of your document are complete; convert the final version of the document to ".pdf" format in preparation for electronic submission. The name of the .pdf file should be in this format "**lastname-firstname-year-degree.pdf**"-e.g., **doe-john-2007-phd.pdf**, all lowercase.

After converting your file to the ".pdf" format, be sure to check it again for format. Specifically double check:

- Did you name the main file in the proper format? Is the file name in lower case ETD letters?
- Check that the ETD has the proper pagination format
- Are all margins, spacing, etc., appropriate?
- Does the Table of Contents match the actual text in the main body and accurately reflect page numbers?

Submit your final version of the dissertation or thesis electronically following the instructions provided online: (<http://dissertations.umi.com/uncc>). You will be required to fill out several screens of information. (**Note: When you are asked to insert a copy of your abstract into the form, do not include the title and your name with the abstract**). Follow the instructions to upload the ".pdf" copy of your dissertation. More detailed information on electronic submission of dissertation or thesis is available online in "Steps to Submitting an ETD" <http://graduateschool.uncc.edu/current-students/graduation/submit-your-etd>. Please monitor your UNCC email account for notifications for required revisions until you receive final approval.

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