



## Dissertation and Thesis Submission Instructions

### Step 1: Defense

Your dissertation or thesis defense should be completed by the suggested date on the Graduate School calendar if possible. Defending by this deadline will ensure ample time to make corrections and obtain committee member's approval signatures before the submission deadline.

### Step 2: Signature Page

Please follow the template in the thesis manual to create the Signature Page. Once you have successfully passed your defense, and have made all of the edits required by your committee please have each member of your committee members sign your Signature Page in ink. This original signed page (photocopies, faxes, and scans are not acceptable) will be submitted to the Graduate School as part of your final submission materials. If one or more of your committee members are off campus it is your responsibility coordinate mailing the signature page to them to obtain an ink signature well before the deadline.

### Step 3: Bound Copies

Contact your department to determine how many, if any, bound copies they will require. The Graduate School no longer requires any bound copies or accepts paper copies for binding. Bound copies are now purchased online through the UNH ProQuest ETD Administrator website at the time of submission. Any bound copies that you order will be shipped to the address that you provide. At this time ProQuest only offers double sided printing.

### Step 4: Dissertation and Thesis Submission

Submission of the dissertation or thesis is done through the UNH ProQuest ETD Administrator secure website. Submissions should be made only after a student has successfully passed the defense and has made all of the necessary corrections required by their committee. Students are advised to have their document reviewed for formatting by the Graduate School before final submission. Dissertations and Theses should be converted into PDF format and submitted via: <http://www.etsadmin.com/unh>

Submissions must be received by the published deadline for your intended graduation date. The specific deadline for submission for each graduation date is published in the Graduate School calendar at <http://www.gradschool.unh.edu/dates.php>.

### Step 5: Additional Document Submission

Submit the **Final Submission Checklist** (found on our [website](#)), to the Graduate School along with your original signed in ink Signature Page and a printed copy of your title page and abstract page. These forms can be submitted in person, or mailed to:

UNH Graduate School  
105 Main Street  
Thompson Hall 109  
Durham NH 03824

### Step 6: Survey of Earned Doctorates (PhD students only)

PhD students must complete the survey of earned doctorates: <https://sed-ncses.org>

## Dissertation and Thesis Submission Information

### Dissertation/Thesis Format Review

While a format check prior to submission is not mandatory it is strongly advised. To obtain a format review please either submit a paper copy to the Graduate School office in Thompson Hall or email a PDF copy to grad.school@unh.edu with the subject line “Thesis Review” by the deadline posted on the Graduate School calendar.

### Submission Review

Once your submission has been received the Graduate School will review it to ensure that your dissertation/thesis meets the formatting guidelines and is complete. If there are any errors or missing pieces, the student will be notified and will need to make the necessary corrections and resubmit.

Dissertation and Thesis submissions will be approved once they are deemed complete, free of formatting errors, and once the Graduate School has received your Final Submission Checklist, signed Signature Page and a hard copy of your title and abstract.

### Final Processing

Approved Dissertation and Thesis submissions will be electronically sent to ProQuest for publishing approximately two weeks after your official graduation date. If you request bound copies at the time of submission, ProQuest will ship them to you approximately 8-12 weeks after the graduation date. You are responsible for distributing bound copies to your department/committee members.

**Students are responsible for all binding and publishing charges and will be required to pay at the time of submission through the UNH ProQuest site. If a student’s department has agreed to pay for some or all of binding charges, the student is responsible for working directly with the department to determine a means of payment. The Graduate School no longer handles payment of publishing/binding costs.**

Item	Cost each	Notes
<b>Binding</b>	\$34-\$56	If you are obtaining copies for your department please select the 8 ½ x 11 hardcover binding option. You may select any binding option for personal copies
<b>Publishing</b>	-----	Choose one of the two options below:
Traditional Publishing	\$0	Traditional publishing is free
Open Access Publishing	\$95	Open access publishing is \$95
<b>Copyright</b>	\$55	<b>Optional</b>