



Dissertation Submission Checklist

Student Name: _____

Dissertation Title: _____

The following documents are necessary for completing your dissertation and final requirements for conferral of your PhD degree.

Please note: Prior to submission of your electronic submission, email drobertson@clarku.edu for approval of all formatting. This will assist you in insuring that your work meets Clark's guidelines.

Fill in your name, dissertation title, check off items below as you complete them and submit this checklist to your department assistant. This form will be submitted to the Graduate School Office along with the PhD Degree Requirements Complete Form and the Signature Page.

Student Check Here	Form/Action	Notes
	Application For Degree completed through CUWEB (Available during open enrollment periods.	Please see www.clarku.edu/graduate.cfm - click on Important Dates & Deadlines for deadline to complete this form.
	Survey of Earned Doctorates	Complete online-Graduate School Office will receive email confirming completion of the survey at https://sed.norc.org/doctorate/showRegister.do
	Electronic Submission to ETD Administrator	Submit electronic copy (PDF) ProQuest Dissertation Publishing. Be sure to embed fonts prior to converting the file to a PDF. www.etsadmin.com/clarku
Dept. Check Here	Form/Action	Notes
	PhD Degree Requirements Complete Form	Your department assistant will submit this form to the Graduate School Office prior to your dissertation submission.
	Signature Page	Your department assistant will submit this form to the Graduate School Office after your advisor has approved of your electronic submission.

For Graduate School purposes only:

Electronic Copy Submitted to ProQuest and approved by: _____

Date: _____

Degree approved for conferral by _____

Date: _____