For formatting rules refer to:
- Thesis Writer's Guide
- Sample Thesis
- The Writing Center offers assistance with writing and formatting
- Student Services staff with the Office of Graduate Studies can answer formatting questions & review your thesis

- Defend at least one week prior to the upload deadline. Please plan enough time to make all content revisions.
- All students must be registered to defend, unless checking out early (see Graduate Bulletin)
- OGS forms to bring to defense:
  - Submittal Page - signed by advisor, co-advisor (if applicable) and department head
  - Submittal Page cannot be signed until all content revisions are complete.
  - Checkout Card (includes your Statement of Work Completion) - signed by entire committee & department head.
  - OGS prints checkout cards after students have applied to graduate in Trailhead.

- Content corrections must be approved by committee before uploading thesis/dissertation in ProQuest.
- After all corrections have been approved by your advisor/committee, obtain the signatures on the Submittal Page.
- Refer to the Checklists & Deadlines chart for upload and check-out deadlines

It may take about an hour to create an account and upload. Please create only one account.
- If you need to upload supplemental files, make sure to allow sufficient time to upload all the files.
- Review the ProQuest guide Preparing your Manuscript for Submission (including supplemental files)
- Prepare Abstract
- Identify other thesis and degree data including your subject category
- Decide on publishing option
  - ProQuest/UMI Traditional Publishing Agreement
  - ProQuest/UMI Open Access Publishing Agreement
- Decide on delay agreement (embargos)
  - 6 months or 1 year (No exceptions made for longer delays)
- Enter non-CSM email address
- Confirm accurate spelling of department, advisor and committee members
- Determine if you want to pay for copyright protection or need copyright permissions
- Make sure you have followed the Thesis Writer’s Guide.
- Decide if you want to purchase an extra copy of your bound thesis
  - You will receive 1 free copy. Contact your department for delivery guidelines.

Upload your thesis/dissertation in ProQuest
- Upload by midnight on day of deadline

OGS will review your formatting within approximately 48 hours of upload (Monday-Friday)
- Check email daily (or more) to check for necessary revisions. Make sure to check the personal email you entered in ProQuest
- Correct all necessary revisions promptly (corrections are not optional)
  - Revision emails will be sent from a ProQuest email address
  - Follow directions in email to submit revisions
- All students who upload by the deadline will be guaranteed 2 format reviews.
  - In the event a student does not make the necessary revisions and requires OGS to review the thesis a 3rd or 4th time, the student may not have the thesis approved by the check-out deadline.
  - If the thesis is not approved by the check-out deadline, the student will not be able to check-out.
- Once formatting has been approved, you will get an email from ProQuest & you may check-out
- Formatting must be approved by check-out deadline
  - If formatting is not approved by deadline, then:
    - Graduation will be delayed and/or
    - You will need to register for the next semester

Submit all forms to OGS by 5:00 pm on day of check-out deadline:
- Completed Check out Card, which includes your Statement of Work Completion form
- Survey of Earned Doctorate (PhDs only)-online