

Note: Please refer to the 'Electronic Thesis Submission Process' Document for more detailed instructions.

## Electronic Thesis Submission Process



School of Graduate Studies and Research  
(509) 963-3101

(1) Obtain access to Canvas - Graduate Studies Hub.

(2) In collaboration with committee chair, student may upload completed thesis into Canvas to be pre-checked by Turnitin. **HIGHLY RECOMMENDED**

(3) Submit 'Permit to Schedule Defense Form' to SGSR. *(form is generated after the folder check)*

(4) Submit thesis to committee at least 2 weeks before the defense date. *(unless otherwise required by graduate program)*

(5) After successful defense, revise the thesis to include the changes that the committee requires for approval.

(6) After committee required revisions have been incorporated, submit the following to SGSR by the deadline date for the quarter you wish to graduate *(deadlines are on SGSR website)*:  
\*1 hard copy of 'Thesis Approval Form' *(signature page)*  
\*1 hard copy of 'Electronic Thesis Submission Agreement Form'  
\*1 hard copy of 'Degree Application'

(7) Upon approval from committee, upload the approved thesis to the Canvas - Graduate Studies Hub for SGSR final plagiarism check through Turnitin. *(Note: no content changes allowed after this step)*

(8) After successful processing of final Turnitin check, SGSR will conduct a formatting review. A 'Revision Report' will be provided to student and committee chair if revisions are needed. Revise the thesis and then resubmit to the Canvas - Graduate Studies Hub.

(9) SGSR Dean accepts or rejects the final thesis -  
\*Rejection due to incorrect formatting - student and committee chair will be informed of needed changes and due date.  
\*Rejection due to unacceptable level of non-originality based on final Turnitin report – student will meet with SGSR Dean and committee chair to review the flagged content. SGSR Dean will then decide next course of action.

(10) After SGSR Dean and committee approval, begin process of submitting final thesis to ScholarWorks on the Brooks Library website.  
\* Create an account in ScholarWorks and upload thesis and necessary documents.  
\* Submit an Embargo Form to library, if checked on Electronic Thesis Submission Agreement Form.

(11) After thesis is uploaded into ScholarWorks, an email verification will be sent to SGSR.