

ELECTRONIC THESIS SUBMISSION PROCESS

Beginning Spring 2015, the School of Graduate Studies and Research (SGSR) and Brooks Library require all theses to be electronically submitted to [ScholarWorks](#). The SGSR will no longer accept final hard copies for binding and paper copies will not be stored in the Brooks Library. The process for final electronic thesis submission is below. For help with this process, please call the SGSR office at (509) 963-3101 or visit us in Barge Hall-Room 214 for assistance.

1. You will be added to the Canvas – Graduate Studies Hub. If you have not been added to the Hub, please contact us by calling (509) 963-3101.
2. In collaboration with your committee chair, you may upload your completed thesis into Canvas to be pre-checked by Turnitin. This step is **HIGHLY RECOMMENDED** by the SGSR. (*See section 10 in the 'Thesis General Regulations' for more information about this process.*)
3. Submit your Permit to Schedule your Defense form (*generated after the folder check*) to the SGSR.
4. Submit your thesis to your committee at least two weeks before your defense date unless otherwise required by your graduate program.
5. After successful defense, revise your 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 easily found on the SGSR website*):
 - one hard copy of the Thesis Approval Form (*signature page*),
 - one hard copy of the Electronic Thesis Submission Agreement Form (*found on Canvas*), and
 - one hard copy of your Degree Application. (*The application fee must be paid at this time.*)
7. Upon approval from your committee, upload the approved thesis to the Canvas – Graduate Studies Hub. SGSR performs final plagiarism check through Turnitin. (refer to 9b if not successful) (**Please note: after this step there are no content changes allowed.**)
8. After successful processing of the final Turnitin check, SGSR will contact you for your hard copy of your committee-approved thesis for a SGSR formatting review.
9. After receipt of your hard copy, the SGSR will conduct a formatting review. You and your Committee Chair will receive a revision report if revisions are needed. Revise your thesis and resubmit it to the Canvas – Graduate Studies Hub.
10. SGSR dean accepts or rejects the final thesis.
 - In case of rejection due to incorrect formatting, you and your committee chair will be informed of needed changes and due date.
 - In case of rejection due to an unacceptable level of non-originality based on the final Turnitin report, you will meet with your committee chair and the SGSR Dean to review the content flagged by Turnitin. The SGSR Dean will then decide on the next course of action.
11. After the SGSR dean and committee approval, begin the process of submitting final thesis to ScholarWorks on the Brooks Library website. Please contact the Brooks Library for help with this process if needed.
 - Create an account in ScholarWorks and upload the thesis and necessary documents.
 - Submit an embargo form to the library, if you checked it on your Electronic Thesis Submission Agreement form.
12. After your thesis is uploaded to ScholarWorks, a verification is emailed to SGSR. **If the thesis is not submitted by the last day of the same quarter as the final examination, then the student is required to be registered for at least two credits the quarter the degree is conferred.**