

**University Dissertation and Thesis Services**  
**Checklist for GMU Students Completing a Dissertation**

1. \_\_\_\_\_ Select a defense date with your committee.

*1-2 Months Prior to Defense*

2. \_\_\_\_\_ Submit a draft of your dissertation on plain paper and a Transmittal Sheet (first half completed) to the Dissertation and Theses Coordinator in Fenwick Library for format review. This should be done by early April for May graduation, mid-June for August, and early November for January. Transmittal Sheet and other information is available at the following website address:

**<http://thesis.gmu.edu>**

*3 Weeks Prior to Defense*

3. \_\_\_\_\_ Provide to academic department information including name, dissertation title, committee chairperson, defense date, time and location. Department must notify school/college to assure distribution of notices/announcements.

*2 Weeks Prior to Defense*

4. \_\_\_\_\_ Provide a draft of your dissertation on plain paper to the Johnson Center Library Circulation/Reserves Desk so that can be made available for members of the GMU community to read and review prior to your defense.

*At Time of Defense*

5. \_\_\_\_\_ Supply to each unit that must approve the dissertation (e.g. committee, department, school):
- Approved signature sheets (at least 2) on 20-24 lb.100% fiber (cotton or rag) paper.

*After Defense*

6. \_\_\_\_\_ Select a date for submission of the final copy of your dissertation. Deadlines are as follows:
- **5 P.M. on the Friday before the last day of Spring Semester classes** as published in the Schedule of Classes for May graduation and participation in Commencement Ceremony

- **5 P.M. on the Friday before the last day of Summer Term or Fall Semester classes** for August or January graduation, respectively.

7. \_\_\_\_\_ After approval & immediately prior to submission:

- Assure that all final signatures have been received on each of two copies, in black ink, on 20-24 lb. 100% fiber (cotton or rag) paper.

*Submission of Your Dissertation*

8. A. \_\_\_\_\_ **Traditional Submission Option**

Submit to Fenwick Library (UDTS Room C-201):

- Two copies of dissertation on 100% cotton bond paper. Two completed signature sheets.
- One PDF on CD for UMI/ProQuest
- Completed Transmittal Sheet.
- Required UMI paperwork, including publishing fee. **\$55 for Traditional Publishing and \$150 for Open Access.** Please staple the check to the UMI form.
- Completed "Survey of Earned Doctorates" (NORC).

8. B. \_\_\_\_\_ **etd @ Mason Submission Option**

Submit to Fenwick Library (UDTS Room C-201):

- One copy of dissertation on 100% cotton bond paper. One completed signature sheet.
- One PDF version of dissertation on CD.
- Completed Transmittal Sheet.
- Completed ETD Submission Form.
- Completed MARS agreement.
- Required UMI paperwork, including publishing fee. **\$55 for Traditional Publishing and \$150 for Open Access.** Please staple the check to the UMI form.
- Completed "Survey of Earned Doctorates" (NORC).