

# Thesis and Dissertation Submission Procedures

Theses and dissertations are submitted electronically. Once your electronic submission has been accepted, you will contact the Copy Center to order the required campus archival copy. The print copy will be bound and added to the permanent collection of the University Archives. Additional personal copies of the manuscript may be purchased directly through ProQuest during the submission process or after your submission has been published. Please contact ProQuest directly for more information.

1. Be sure your document conforms to the formatting specified in the **UCCS Thesis and Dissertation Manual**.

Note: Use only the version of the Manual found on the [Graduate School website](#). If you Google the title, you are likely to get an outdated version which is no longer acceptable.

We suggest using the **Thesis Formatting Example** found on the [Graduate School website](#).

2. Following your defense, there are two forms that require signatures:

- the **Electronic Thesis/Dissertation Signature and Agreement Form**. This form is generally initiated by the student (make sure to fill out and sign the second page); but check with program for other instructions. It must be signed by all committee members.
- and the **Approval of Format Form** must be signed by the chair of your committee.

Download both forms from the [Graduate School Website](#) and open in Adobe Acrobat to fill out and sign. Signatures on both forms must be either original signatures or authenticated digital signatures. For help on the authenticated digital signatures, please see the **Instructions to Sign An Electronic PDF**, also found on the [Graduate School Website](#). You will upload these forms to ProQuest (see step 8 below).

3. Once you have completed your defense and your committee and chair have signed the above forms (step 2), convert your final approved file to PDF format. Then you can proceed with the electronic submission (step 4). **Keep in mind that the document you submit should be your FINAL document, aside from requested edits from the graduate school, no changes should be made to this document once submitted.** NOTE: Your PDF will contain a page listing your committee members' names without signatures.
4. To begin your electronic submission process, go to <http://www.etsadmin.com> and choose "submit my thesis/dissertation." If you have questions that are not answered by the instructions or the FAQs on this site, contact the Graduate School at [graddocs@uccs.edu](mailto:graddocs@uccs.edu).
5. Select a country (United States) and then choose University of Colorado at Colorado Springs from the list of schools.
6. Log in and create your account. In your contact information, be sure to use an email address that you check daily. (If your email address changes before you have finished submission, you can update your contact information at any time.)
7. You can later log in at any time and work through the "submission steps" in the left-hand column of

the opening screen. Some of the choices you encounter will be optional- you will find instructions on the website as well as a helpful FAQ link.

NOTE: Do not use the optional Supplementary Files or Notes tabs.

Personal copies may be ordered through ProQuest during the submission process.

8. As you complete each step, it will automatically be checked off the list. Upload your Approval and Signature pages (from step 2 above) under Administrative Documents Submission.
9. The final step, Submit, cannot be completed until all other required steps are completed.
10. After you complete your submission, your ETD administrator will review your document. At this point the content, style and format of your thesis or dissertation have already been approved by your advisor and committee—the ETD administrator will review it only for consistency of format. Watch for an email from the ETD Administrator system: it will tell you if your thesis/dissertation has been accepted. If any changes are required, the email will list them and provide a direct link to the document where you need to make the required changes. Follow the link and make any requested changes. Once your document is in acceptable form, you will receive an email notifying you that it has been accepted.
11. When you receive the email that your document has been accepted, you must contact the UCCS Copy Center to order one copy for the University Library Archives. You will submit to the copy center the exact pdf that has been approved in ProQuest. Instructions on this step will be included in the email from the ETD Administrator system that informs you that your submission has been approved.
12. The Copy Center will collect payment for the printing fees  
**\*Note: the print copy must be single sided on acid free, white paper with a paper weight of 20-28 pounds\* When ordering from the copy center, be sure to request these requirements.**
13. Once you have submitted your final pdf for printing and paid the fees, your thesis/dissertation submission is complete.
14. You will receive a final email when ProQuest has completed publication of your thesis or dissertation. You will be able to purchase personal bound copies after your submission is published through ProQuest.

If you have any questions, please feel free to email the Graduate School at [graddocs@uccs.edu](mailto:graddocs@uccs.edu).

Updated 8/02/2021