

Thesis and Dissertation Submission Student Checklist

In the semesters leading up to thesis and dissertation defense, students work with their Committee Chair/Advisor and committee to draft and revise their thesis/dissertation until it is defensible.

Before the defense

1. Student registers for appropriate courses in consultation with their advisor
2. Student applies for graduation
3. Student formats the thesis or dissertation using these guidelines.
 - a. <https://www.millersville.edu/admissions/graduate/current-student-resources/thesis-dissertation-guidelines-oct-2018.pdf>

Students should check with the Graduate Coordinator and/or their Advisor to ensure they understand departmental requirements for the Thesis/Dissertation defense.

Paperwork to Bring to the Defense

Students should consult with their Thesis/Dissertation Advisor about additional paperwork or departmental requirements for the defense.

1. The Approval Page – this will be signed if the Thesis/Dissertation is successfully defended
 - a. See page 20 of the Thesis and Dissertation Guidelines for the format of the Thesis Approval form.
 - b. See page 34 of the Thesis and Dissertation Guidelines for the format of the Dissertation Approval form.
2. The Thesis/Dissertation defense form – this will be signed if the Thesis/Dissertation is successfully defended.
 - a. See page 17 of the Thesis and Dissertation Guidelines for the format of the Thesis Approval form.
 - b. See page 31 of the Thesis and Dissertation Guidelines for the Dissertation Examination Report form that records the defense results.

Forms to Submit After the Defense

After successfully defending the Thesis/Dissertation, and all revisions have been completed, students will submit the following paperwork to Graduate Studies & Adult Learning via email to AdultLearning@millersville.edu

NOTE: All pages with signatures are uploaded separate because they are digitized separately from the Thesis/Dissertation.

1. The fully formatted, fully revised Thesis/Dissertation in PDF. The formatting should be checked by the Thesis/Dissertation Advisor and the Graduate Coordinator.
 - a. Include the Abstract **with no signature**.
 - b. Include the Approval Page **with no signatures**
2. The signed Abstract in PDF. This is to be signed by the student.
 - a. See page 21 of the Thesis and Dissertation Guidelines for a sample Thesis Abstract page.
 - b. See page 35 of the Thesis and Dissertation Guidelines for a sample Dissertation Abstract page.
3. The signed Approval Page in PDF.
 - a. See page 20 of the Thesis and Dissertation Guidelines for the format of the Thesis Approval form.
 - b. See page 34 of the Thesis and Dissertation Guidelines for the format of the Dissertation Approval form.
4. The signed Thesis/Dissertation defense form indicating successful completion of the defense.
 - a. See page 17 of the Thesis and Dissertation Guidelines for the format of the Thesis Approval form.
 - b. See page 31 of the Thesis and Dissertation Guidelines for the Dissertation Examination Report form that records the defense results.
5. The signed Permission to Digitize form in PDF.
 - a. See page 18 of the Thesis and Dissertation Guidelines for the form.

Forms to Submit After Graduate Studies Approval

After Graduate Studies has double checked your documents – they will email you a link to upload your thesis/dissertation to the Millersville Institutional Repository. Once you receive the email from Graduate Studies, please submit the following:

1. The fully formatted, fully revised Thesis/Dissertation in PDF. The formatting should be checked by the Thesis/Dissertation Advisor and the Graduate Coordinator.
 - a. Include the Abstract **with no signature**.
 - b. Include the Approval Page **with no signatures**
2. The signed Permission to Digitize form in PDF.
 - a. See page 18 of the Thesis and Dissertation Guidelines for the form.

Directions are provided on the intake form. Please follow those directions.