

FINAL REVIEW

The final review is required and occurs after successful defense of the dissertation or thesis. *The final review must be scheduled within 10 days of the defense but prior to the semester deadline date.*

Submit the following paper copy forms to the Graduate School (all of the following forms may be [found online](#)):

- the Final Checklist (with steps initialed to indicate compliance)
- the Approval of Final Dissertation/Thesis Copy form signed by the mentor to indicate departmental approval (dissertation or thesis CANNOT be reviewed for final approval without the signed Approval of Final Copy form)
- two of the three signed signature pages
 - Two copies will be retained by the Graduate School; the third copy is for the student.
 - An *unsigned signature page* will be inserted into the document at the time of electronic submission.
- one of the two signed copies of the [Copyright and Availability](#) form, giving permission to post your document to the BU Thesis/Dissertation Submission System site.

Submit the following online at <https://baylor-etd.tdl.org>:

- your dissertation or thesis (saved as a **pdf/a** file)
 - the Copyright and Availability form (saved as a **pdf/a** file)
 - the signed signature page (saved as a **pdf/a** file)
- (Reference the following to understand how to convert to **pdf/a**:
<http://www.baylor.edu/content/services/document.php/114513.pdf>)

Naming your files:

- Ph.D. Students - first name_last name_phd
- Ed.D. Students- first name_last name_edd
- Master's Students - first name_last name_masters
- Copyright and Availability Form - first name_last name_copyright and availability form
- Signed Signature Page - first name_last name_signaturepage

Final approval of the pdf/a copy of your dissertation or thesis from the Graduate School is necessary before you can reach the final steps for graduation.

ELECTRONIC SUBMISSION

After Graduate School approval of the final pdf-a copy, instructions are given to advance to the successive steps of final submission.

After acceptance, the student advances to the next level toward completion.

If you are a doctoral student, follow these directions:

1. Proceed to the UMI/Proquest website (<http://dissertations.umi.com/baylor/>) and submit the dissertation along with any accompanying copyright permissions. It places your dissertation on the UMI Dissertation Services access server for worldwide cataloging. The system will notify the Graduate School that you have submitted your dissertation.
2. Optionally, you may also use the service of UMI/ProQuest to register your copyright with the U.S. Copyright Office. Follow their directions. The additional cost for this service is \$55. You will pay them directly with a credit card online, per the directions given, and you and the Graduate School will receive notice of submission to register copyright.
3. Later in the semester when notified, complete the Survey of Earned Doctorates (<https://survey.norc.org/SED2015>). This is a required step in your completion of the dissertation submission process and the Graduate School will receive notice of completion.
4. Return all materials to the Library, check out of your library carrel if necessary, and complete any lab and key clearances with your department. The Graduate School will receive notice that all these items are clear before your final clearance to graduate.
5. Upon completion of all the above steps, you will receive notice that your file has been sent to the Graduate School Records Office for final clearance to graduate. This signifies completion and clearance from Mrs. Harman. Mrs. Sherry Sims in the Records Office notifies the department of any issues with a student's course audit, and the student will be notified through the department of any necessary changes. Mrs. Sims gives final clearance to graduate.

If you are a Master's student, follow these directions:

1. Optional, but encouraged, for Master's students: Proceed to the UMI/Proquest *website* (<http://dissertations.umi.com/baylor/>) and submit the thesis along with any accompanying copyright permissions.. It places your thesis on the UMI Dissertation Services access server for worldwide cataloging. The system will notify the Graduate School that you have submitted your thesis.
2. Optionally, you may also use the service of UMI/ProQuest to register your copyright with the U.S. Copyright Office. Follow their directions. The additional cost for this

service is \$55. You will pay them directly with a credit card online, per the directions given, and you and the Graduate School will receive notice of submission to register copyright.

3. Return all materials to the Library, check out of your library carrel if necessary, and complete any lab and key clearances with your department. The Graduate School will receive notice that all these items are clear before your final clearance to graduate.
4. Upon completion of all the above steps, you will receive notice that your file has been sent to the Records Office in the Graduate School for final clearance to graduate. This signifies completion and clearance from Mrs. Harman. Mrs. Sherry Sims in the Records Office notifies the department of any issues with a student's course audit, and the student will be notified through the department of any necessary details. Mrs. Sims gives final clearance to graduate.

Congratulations!