

DOCTORAL DISSERTATION: FINAL SUBMISSION INSTRUCTIONS

Final dissertation submission is done by appointment only and should be scheduled two weeks prior to submitting the dissertation. No appointments are scheduled during finals week but students are allowed to drop-in for final submission. Appointment requests are sent to Graduate Education Services (GES) at gsstusrv@u.washington.edu or by phone at 206.543.5900.

- Submit two identical dissertation documents.
 - ✓ Each document needs to be submitted in a manila envelope with a copy of the title page securely taped to the envelope (do not seal the envelopes).
 - ✓ Each document must have pages in appropriate order as indicated in the format guidelines (title page, signature page, quote slip, abstract, etc.).
 - ✓ Dissertation title must match the title you entered online. The online title is the official dissertation title and will appear on UW transcripts and the Commencement Bulletin. You can review and update the online title at: <http://www.grad.washington.edu/mygrad/student.htm>
- Submit an additional copy of the title page.
- Submit an additional copy of the abstract.
- Submit a copy of your tuition statement showing that all dissertation fees have been paid.
 - ✓ At least one week prior to submitting the dissertation, pay all relevant fees with Student Fiscal Services (SFS) either in person, phone, or email at: 129 Schmitz Hall, 206.543.4694, sfshelp@u.washington.edu; or by mail to: UW-SFS, PO Box 3981, Seattle, WA 98124-3981. Note: You must include your student number and write "Doctoral Dissertation Fees" on your check or money order.

Binding Fee	\$25	Mandatory
Microfilm Fee	\$70	Mandatory
Copyright Fee	\$65	Optional
Open Access Fee	\$100	Optional

- Submit a ProQuest UMI Agreement form.
 - ✓ Complete and print the UMI Agreement form located at: www.il.proquest.com/dissertationagree (User Name: dissertations; Password: publish). The Copyright Registration form is only required if you paid the copyright fee. The copy order form is not necessary; please refer to the format guidelines for purchasing extra bound copies.
- Submit Survey of Earned Doctorates (SED).
 - ✓ Complete and print the SED form located at: www.norc.uchicago.edu/sed

Once the dissertations are submitted to the Graduate School, no additional changes to the documents are allowed with the exception of a major data error in the document. In this circumstance, a letter from the supervisory committee chair is required outlining the necessary changes.

The quarter after the dissertation is submitted, one document is sent to ProQuest to be microfilmed and then both documents will be bound and sent to the UW Libraries. One copy will be placed on the shelves and the other is placed in the archives. This process takes approximately 6 months. If there is a special need to publish only the abstract, contact GES for instructions.