

Thesis/Dissertation Pre-Check

This is a required piece of your submission packet

Name _____ ID # _____ Program & Degree _____

Intended Semester of Graduation: _____ Student has applied for intended semester of graduation? _____

Student has/will have completed enough hours for graduation _____ Degree Audit Complete: _____

Student is within degree time limit? _____ If no, is time extension request on file in Grad School. _____

Student has 6 hours thesis or 18 hours dissertation? _____ If doctoral student, continuous enrollment requirement is met? _____

Thesis/dissertation committee form on file in Grad School? _____ Match? _____ Grad Faculty Status _____

Committee Number: _____ Thesis/dissertation title form on file in Grad School? _____

Citations included for pictures, figures, tables _____

Do any chapters have more than one author? _____ If yes, is documentation included? _____

IRB/IACUC/Biosafety Committee research approval required? _____ Citation included in Appendix? _____

Published papers format? _____ If yes, have any chapters been published? _____ If yes, is citation included? _____

Graduation date on title page ☐ Degrees listed correctly ☐ 1" margins ☐ Font/size consistent ☐ Page numbers ☐

Final Submission Information on Following Page

1 st Check		Date	
2 nd Check		Date	
3 rd Check		Date	
4 th Check		Date	
5 th Check		Date	
6 th Check		Date	

THESIS/DISSERTATION SUBMISSION PROCESS

Preparation:

- Initiate formatting pre-check process by emailing paper to the Graduate School at gradtad@uark.edu prior to defense
- Schedule defense date with your committee; we strongly recommend that it takes place at least 2 weeks prior to the final submission deadline
- Doctoral students must announce defense at least two weeks before defense date via <https://graduate-and-international.uark.edu/graduate/current-students/dissertation-defense.php>
- Make sure your thesis/dissertation title and committee forms are on file in the Graduate School: <https://graduate-and-international.uark.edu/graduate/current-students/forms.php> (Part of the initial pre-check is checking for forms)
- Gather necessary documents for submission packet (see below)
- Successfully defend paper and obtain all required signatures in submission packet
- Confirm that your advisor/dept is completing your Degree Audit

Submission Packet: *(the packet is required for the paper submission process)*

The email with your approved pre-check form will have instructions for submitting the submission packet *(This process is changing, so that email will have the most update information regarding submitting the forms.)* See Guide for information about what will be accepted regarding electronic signatures

Items required for the Submission Packet:

- Pre-check form stamped “Approved”
- Thesis/dissertation title page with committee signatures (This is not the title form; it is the title page of your paper)
- Thesis/Dissertation Submission form: [Link](#)
- Intellectual Property Disclosure form: [Link](#)
- Survey of Earned Doctorates certificate (Doctoral students only): <https://sed-ncses.org/login.aspx>
- Co-Author Memo – Required if noted on Pre-check form

Submission:

- Complete submission packets must be received before you will be given the Submission Instructions
- Graduate School does not require a paper copy of your thesis/dissertation
- Do not submit the Packet until your committee has signed off on your document so it is complete and ready for upload to ProQuest
- Upon receipt of submission packet, the student will be emailed instructions to upload thesis/ dissertation to ProQuest (and must do so within 24 hours or by 4:30pm on final due date, whichever comes first). This completes the student's publication agreement. No fees are associated with this process unless student opts to copyright, purchase thesis/dissertation copies, or allow open access publishing.
- If an embargo is needed for your paper it must be added as part of the initial upload. For questions regarding extending the embargo email scholar@uark.edu after you receive the Congratulations email but before the original embargo ends.
- Submission Packet must be accepted by the Graduate School before the thesis/dissertation is uploaded to ProQuest.
- Papers submitted to ProQuest after 4:30pm on the final due date will not be accepted and student's graduation date will automatically roll to the following semester.