Instructions for Submitting a Thesis / Dissertation / DNP Project

Step 1: Defense of the Thesis/Dissertation/DNP Project

The student will defend, make edits requested by the committee, and review the final manuscript draft with the Research Advisor and/or Committee Chair.

Step 2: Signature Form for the Thesis/Dissertation/DNP Project

The Signature Form is to be completed as part of the thesis/dissertation/DNP committee review process and submitted to the Graduate School by the published deadline on the Graduate School website.

To complete the Signature Form:

1. The student coordinates with the Department Administrative Assistant to begin the Kuali Build Signature Form by the deadline on the Graduate School website.

2. The Department Administrative Assistant enters the information requested in the Kuali Build Thesis/Dissertation/DNP Project Signature Form and submits the form.

3. The Signature Form will automatically be routed to collect all of the signatures listed on the form. (Note: Interdisciplinary students do not have a College Dean; therefore, the Graduate School Dean’s signature will serve as the College Dean’s signature for Interdisciplinary Studies.) All parties with the exception of the Graduate Dean* must approve and sign the Thesis/Dissertation/DNP Signature Form by the deadline on the Graduate School website.

Step 3: Submission to ProQuest and Copyediting of the Thesis/Dissertation/DNP Project

After the Graduate School receives the completed Signature Form, the student must upload the thesis/dissertation/DNP project to a software platform named ProQuest, which is also the platform that will publish the manuscript once it has been fully copyedited and approved by the Dean of the Graduate School.

1. The student will receive a message with directions for how to upload the thesis/dissertation/DNP project to ProQuest. The student must upload the manuscript to ProQuest by the deadline on the Graduate School website.

2. The student will work with the UAH copyeditor to revise the manuscript. Students should be sure to check their ProQuest account and the email address associated with it for updates and requests for revisions from the copyeditor. It is not possible to guarantee early completion of the copyediting process, and students should plan on the eventuality of finishing the week of final examinations.

3. **The copyediting process must be finished by noon on the last day of examinations.** The student must complete the copyediting process and receive the Graduate Dean’s signature by the last day of exams; otherwise, the student will not graduate in the current semester. The UAH copyeditor will work closely with the student and offer support throughout the process.

*The Graduate Dean will sign the Signature Form after the student completes the copyediting process in ProQuest.