THESIS/DISSERTATION FINAL ACCEPTANCE CHECKLIST

This document is designed to help mitigate common problems in thesis/dissertation formatting. It is not comprehensive. It is your responsibility to comply with all formatting requirements as described in the Graduate School's Theses/Dissertation Formatting Requirements document, available at www.gradschool.wsu.edu/forms.

FORMATTING COMPLIANCE CHECKLIST:

☐ Title on the title page must match the title on the abstract page EXACTLY, line for line.
- o Ensure the title is double spaced on both pages.
- o The title must be in an inverted pyramid shape, with each line longer than the line below.

☐ Degree title and name of degree granting unit must conform to those approved by Faculty Senate.
- o Degree title in ALL CAPS (i.e., MASTER OF ARTS IN HISTORY, DOCTOR OF PHILOSOPHY, etc.).
- o The name of your degree granting unit in Regular Case (i.e., Department of History).

☐ Name matches between title page, copyright page, signature page, and abstract page.
- o Use ALL CAPS on the title page, copyright page, and signature page.
- o Use Regular Case on the abstract page.

☐ The official degree abbreviation of your new degree must appear after your name on the abstract page (i.e., Ph.D., Ed.D, M.A., M.S., etc.).

☐ The degree month and year on title and abstract page must reflect the month and year WSU will confer your degree. Spring graduates use May, fall graduates use December, and summer graduates use July or August, depending on the calendar year.

☐ Committee page numbered in lowercase roman numerals as ii.

☐ Main body of the thesis/dissertation is double spaced.

☐ Page numbering restarts on page 1 with the first page following the dedication.

☐ Page numbers are either centered at the bottom of the page or in the upper right-hand corner.

ITEMS DUE 10 BUSINESS DAYS FOLLOWING YOUR SUCCESSFUL EXAMINATION:

☐ Upload final thesis/dissertation – it is important to update your draft submission in ProQuest with your revised PDF. DO NOT create a new ProQuest submission.

☐ Complete the Thesis/Dissertation Approval form and upload it into myWSU. Directions are included in your thesis/dissertation review and are available on the Graduate School's forms page.

☐ Hold Harmless/Copyright Acknowledgment Form
- o Sign in the presence of a permanent WSU staff or faculty employee (who also signs as witness) and submit it to the Graduate School.
- o Alternatively, the Graduate School may act as your witness if you sign your document and upload it into myWSU as a service request, or if you email it from your wsu.edu account to gradschool@wsu.edu.

☐ For those using copyrighted or previously published material in your thesis/dissertation, you must provide documentation granting permission to reproduce the material in your document.

☐ DOCTORAL ONLY: Complete the Survey of Earned Doctorates (SED) online and upload the completion certificate into myWSU as a service request.
- o Alternatively, you may email your certificate along with your name and WSU ID number to gradschool@wsu.edu.