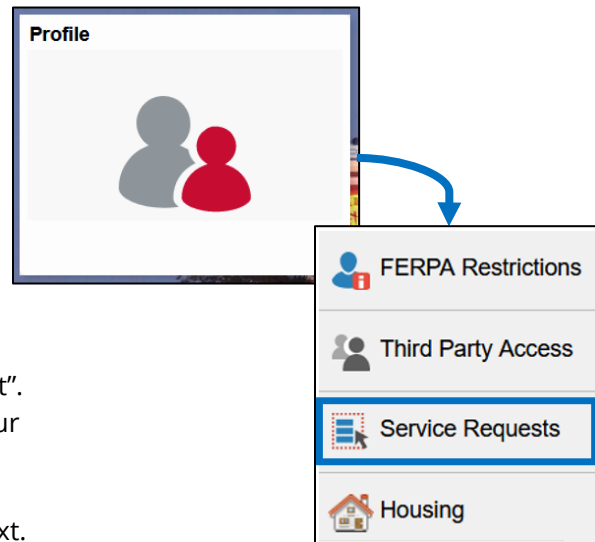


THESIS/DISSERTATION APPROVAL AND UPLOAD INSTRUCTIONS



1. Complete the second page of this document, titled the "Thesis/Dissertation Approval Form".
2. Login to myWSU with your NID and password.
3. On your Homepage, click on the Profile tile.
4. On the left side of your screen, click on "Service Requests", followed by "Create New Request".
5. You must correctly identify your college and graduate program to have your document route successfully:
 - In the *Select a Request Category* menu, select your academic college and click "Next".
 - In the *Select a Request Type* menu, select your graduate program and click "Next".*
 - In the *Select a Request Subtype* menu, select "Thesis/Dissertation Approval" and click Next.



*These are nested menus – if you do not see your graduate program in the *Select a Request Type* menu, click "Previous" to go back and select a different academic college.

Select a Request Category	Select a Request Type	Select a Request Subtype																																											
<table border="1"> <thead> <tr> <th>Select a Request Category</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> Invest in Cougs</td></tr> <tr><td><input type="radio"/> College of Agri Human & Nat Res Sciences</td></tr> <tr><td><input checked="" type="radio"/> College of Arts and Sciences</td></tr> <tr><td><input type="radio"/> Carson College of Business</td></tr> <tr><td><input type="radio"/> College of Communication</td></tr> <tr><td><input type="radio"/> College of Education</td></tr> <tr><td><input type="radio"/> College of Engineering & Architecture</td></tr> <tr><td><input type="radio"/> College of Medicine</td></tr> <tr><td><input type="radio"/> College of Nursing</td></tr> <tr><td><input type="radio"/> College of Pharmacy</td></tr> <tr><td><input type="radio"/> College of Veterinary Medicine</td></tr> <tr><td><input type="radio"/> Graduate School</td></tr> </tbody> </table>	Select a Request Category	<input type="radio"/> Invest in Cougs	<input type="radio"/> College of Agri Human & Nat Res Sciences	<input checked="" type="radio"/> College of Arts and Sciences	<input type="radio"/> Carson College of Business	<input type="radio"/> College of Communication	<input type="radio"/> College of Education	<input type="radio"/> College of Engineering & Architecture	<input type="radio"/> College of Medicine	<input type="radio"/> College of Nursing	<input type="radio"/> College of Pharmacy	<input type="radio"/> College of Veterinary Medicine	<input type="radio"/> Graduate School	<table border="1"> <thead> <tr> <th>Select a Request Type</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> American Studies</td></tr> <tr><td><input type="radio"/> Anthropology</td></tr> <tr><td><input type="radio"/> Chemistry</td></tr> <tr><td><input type="radio"/> Criminal Justice and Criminology</td></tr> <tr><td><input type="radio"/> English</td></tr> <tr><td><input type="radio"/> Fine Arts</td></tr> <tr><td><input type="radio"/> Foreign Languages and Cultures</td></tr> <tr><td><input type="radio"/> Hispanic Studies</td></tr> <tr><td><input type="radio"/> History</td></tr> <tr><td><input type="radio"/> Mathematics</td></tr> <tr><td><input type="radio"/> School of Music</td></tr> <tr><td><input type="radio"/> Physics and Astronomy</td></tr> <tr><td><input type="radio"/> Politics, Philosophy and Public Affairs</td></tr> <tr><td><input checked="" type="radio"/> Psychology</td></tr> <tr><td><input type="radio"/> Sociology</td></tr> </tbody> </table>	Select a Request Type	<input type="radio"/> American Studies	<input type="radio"/> Anthropology	<input type="radio"/> Chemistry	<input type="radio"/> Criminal Justice and Criminology	<input type="radio"/> English	<input type="radio"/> Fine Arts	<input type="radio"/> Foreign Languages and Cultures	<input type="radio"/> Hispanic Studies	<input type="radio"/> History	<input type="radio"/> Mathematics	<input type="radio"/> School of Music	<input type="radio"/> Physics and Astronomy	<input type="radio"/> Politics, Philosophy and Public Affairs	<input checked="" type="radio"/> Psychology	<input type="radio"/> Sociology	<table border="1"> <thead> <tr> <th>Select a Request Subtype</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> Update Application for Degree</td></tr> <tr><td><input type="radio"/> Third Extension</td></tr> <tr><td><input checked="" type="radio"/> Thesis/Dissertation Approval</td></tr> <tr><td><input type="radio"/> Survey of Earned Doctorate</td></tr> <tr><td><input type="radio"/> Second Extension</td></tr> <tr><td><input type="radio"/> Reservation of Graduate Credit</td></tr> <tr><td><input type="radio"/> Research Credit Grade Change</td></tr> <tr><td><input type="radio"/> Reinstatement</td></tr> <tr><td><input type="radio"/> Re-enrollment</td></tr> <tr><td><input type="radio"/> Program of Study - Masters</td></tr> <tr><td><input type="radio"/> Program of Study - Doctoral</td></tr> <tr><td><input type="radio"/> Program of Study - DNP</td></tr> <tr><td><input type="radio"/> Program Change</td></tr> </tbody> </table>	Select a Request Subtype	<input type="radio"/> Update Application for Degree	<input type="radio"/> Third Extension	<input checked="" type="radio"/> Thesis/Dissertation Approval	<input type="radio"/> Survey of Earned Doctorate	<input type="radio"/> Second Extension	<input type="radio"/> Reservation of Graduate Credit	<input type="radio"/> Research Credit Grade Change	<input type="radio"/> Reinstatement	<input type="radio"/> Re-enrollment	<input type="radio"/> Program of Study - Masters	<input type="radio"/> Program of Study - Doctoral	<input type="radio"/> Program of Study - DNP	<input type="radio"/> Program Change
Select a Request Category																																													
<input type="radio"/> Invest in Cougs																																													
<input type="radio"/> College of Agri Human & Nat Res Sciences																																													
<input checked="" type="radio"/> College of Arts and Sciences																																													
<input type="radio"/> Carson College of Business																																													
<input type="radio"/> College of Communication																																													
<input type="radio"/> College of Education																																													
<input type="radio"/> College of Engineering & Architecture																																													
<input type="radio"/> College of Medicine																																													
<input type="radio"/> College of Nursing																																													
<input type="radio"/> College of Pharmacy																																													
<input type="radio"/> College of Veterinary Medicine																																													
<input type="radio"/> Graduate School																																													
Select a Request Type																																													
<input type="radio"/> American Studies																																													
<input type="radio"/> Anthropology																																													
<input type="radio"/> Chemistry																																													
<input type="radio"/> Criminal Justice and Criminology																																													
<input type="radio"/> English																																													
<input type="radio"/> Fine Arts																																													
<input type="radio"/> Foreign Languages and Cultures																																													
<input type="radio"/> Hispanic Studies																																													
<input type="radio"/> History																																													
<input type="radio"/> Mathematics																																													
<input type="radio"/> School of Music																																													
<input type="radio"/> Physics and Astronomy																																													
<input type="radio"/> Politics, Philosophy and Public Affairs																																													
<input checked="" type="radio"/> Psychology																																													
<input type="radio"/> Sociology																																													
Select a Request Subtype																																													
<input type="radio"/> Update Application for Degree																																													
<input type="radio"/> Third Extension																																													
<input checked="" type="radio"/> Thesis/Dissertation Approval																																													
<input type="radio"/> Survey of Earned Doctorate																																													
<input type="radio"/> Second Extension																																													
<input type="radio"/> Reservation of Graduate Credit																																													
<input type="radio"/> Research Credit Grade Change																																													
<input type="radio"/> Reinstatement																																													
<input type="radio"/> Re-enrollment																																													
<input type="radio"/> Program of Study - Masters																																													
<input type="radio"/> Program of Study - Doctoral																																													
<input type="radio"/> Program of Study - DNP																																													
<input type="radio"/> Program Change																																													

6. Under the *My Request Detail* section, enter a comment if necessary.
7. Upload your completed "Thesis/Dissertation Approval Form" (the second page of this document):
 - Click on "Add Attachment".
 - In the *File Attachment* window, click "Browse" to locate the PDF of your file.
 - Select the file and click "Open".
 - In the *File Attachment* window, click "Upload".
8. Click "Submit" in the bottom left of the page.

The Attorney General for the State of Washington determined that uploading a form within myWSU constitutes that person's approval and legal signature within a state government computer system. Do not upload a form of which you do not approve. It is critical that you do not give your myWSU login information to anyone.

THESIS/DISSERTATION APPROVAL



WASHINGTON STATE
UNIVERSITY

WSU ID: _____ DATE: _____

NAME: _____

DEGREE: _____ PROGRAM: _____

TITLE OF THESIS OR DISSERTATION:

PDF FILLABLE FORM – Please complete electronically
before uploading into myWSU.

COMMITTEE MEMBERSHIP:

List all current members of your faculty advisory committee (informational only – no signatures are required):

COMMITTEE CHAIR

COMMITTEE MEMBER

COMMITTEE MEMBER (PLEASE INDICATE IF SERVING AS CO-CHAIR)

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE CHAIR/CO-CHAIR APPROVAL:

On behalf of the student's faculty advisory committee, the committee chair/co-chair approval of this form within myWSU certifies that the above-mentioned thesis or dissertation is appropriate in design, rigor, length, and content for the degree appertaining, and that the student has made all necessary content corrections to the committee's satisfaction. Furthermore, the chair/co-chair certifies the faculty advisory committee's acceptance and final approval of this thesis or dissertation as it currently stands.

STUDENT ACKNOWLEDGMENT:

With my upload of this document, I certify that the thesis or dissertation I have submitted to the Graduate School is the final version approved by my committee and that no changes will be made other than those required by the Graduate School. Furthermore, I understand that I am to respond promptly to any edits sent to me by the Graduate School and that failure to do so may result in the delay of my degree conferral and/or in my failure to satisfy all degree requirements.

The Attorney General for the State of Washington determined that uploading a form within myWSU, and/or using a status of "Approved" within myWSU, constitutes that person's approval and legal signature within a state government computer system. Do not upload and/or approve a form of which you do not approve. It is critical that you do not give your myWSU login information to anyone.

STUDENT: You are responsible for uploading this document into myWSU once you have made all edits required by your faculty advisory committee. Your committee chair (and co-chair, if applicable) must approve within myWSU. The approved upload is due to the Graduate School no later than 10 business days after your final examination.