



Thesis Submission Checklist

Student Name: _____

Thesis Title: _____

The following documents are necessary for completing your thesis and final requirements for conferral of your master's degree.

Please note: Prior to submission of your electronic submission, email gradschool@clarku.edu for approval of all formatting. This will assist you in insuring that your work meets Clark's guidelines.

Fill in your name, thesis title, check off items below as you complete them and submit this checklist to your department assistant. This form will be submitted to the Graduate Arts & Sciences Office along with the Degree Requirements Complete Form and the Signature Page from your advisor.

	Application for Degree completed through CUWEB (Available during open enrollment periods.	Please look for the email from the Registrar's Office with deadlines for submitting your application for degree.
	Electronic Submission to ETD Administrator	Submit electronic copy (PDF) ProQuest Dissertation Publishing. Be sure to embed fonts prior to converting the file to a PDF. www.etsadmin.com/clarku Did you request an embargo on your work from ProQuest? Yes No If yes, dates of embargo: from _____ to _____
	Graduate Student Exit Survey	https://clarku.qualtrics.com/jfe/form/SV_3yLMjO6lpTwtK86
	Degree Requirements Complete Form	Your department assistant will submit this form to the Graduate School Office prior to your thesis submission.
	Signature Page	Your department assistant will submit this form to the Graduate School Office after your advisor has approved of your electronic submission.