Checklist for Graduation

The following items must be submitted to the Graduate School by the deadline listed on the Intent to Graduate form:

Master’s Thesis:

1. _____One copy of the title page on plain, white, 8½ X 11 inch paper (copy paper is acceptable) with original signatures of advisor and second reader (month on the title page is the degree conferral—May, August, or December).

2. _____One copy of the abstract on plain, white 8½ X 11 inch paper (copy paper is acceptable) with original signature of advisor(s).

3. _____One copy of the “Completion of Master’s Thesis” form with original signatures of two faculty members and DGS

Ph.D. Dissertation:

1. _____One copy of the title page on plain, white, 8½ X 11 inch paper (copy paper is acceptable) with the original signatures of committee members (month on the title page is the degree conferral month—May, August, or December).

2. _____One copy of the abstract on plain, white, 8½ X 11 inch paper (copy paper is acceptable) with original signature of dissertation director.

3. _____One photocopy of the signed title page on plain, white copy paper.

4. _____ProQuest Publishing Agreement. Select appropriate link to access the document:
   ProQuest Dissertation Electronic Submission Agreement
   ProQuest Dissertation Paper Submission Agreement
   Complete pages 4 & 5 only...include page 6 if you elect to register your copyright.

5. _____Survey of Earned Doctorates https://sed-ncses.org (email confirmation of completed survey to GradSEDSubmission@vanderbilt.edu).

6. _____Curriculum vitae (send electronically to GradCVsubmission@vanderbilt.edu).

7. _____Fees for electronic submission:
   $ 25.00 Traditional Publishing OR
   $120.00 Open Access Publishing
   $ 55.00 Copyright fee (optional)

Fees for printed submission:
   $ 65.00 Traditional Publishing OR
   $160.00 Open Access Publishing
   $ 55.00 Copyright fee (optional)

Select one option for submission of thesis or dissertation:

[ ] Electronic submission: Revise title page with typed names of committee members, then convert document to a PDF. Name your file with your last name (for instance, Schemmer.pdf). Upload on the ETD (Electronic Theses and Dissertations) website. There are no binding fees.

OR

[ ] Printed submission: Two copies of the entire thesis or dissertation, printed on 8½ X 11 inch, white, quality bond paper of at least 20-lb. weight and 25% cotton content, must be turned into the Graduate School. Both copies will be placed in the Vanderbilt University library system. The binding fee is $38.00. Electronic publishing is also required for printed dissertations.

*Cash/checks: One check for total amount due made payable to Vanderbilt University; cash in exact amount only.