

Instructions for Submitting a Dissertation

1. Fill out the Thesis/Dissertation Tracking Form and return to me immediately via email.
2. After your defense, submit an electronic copy of your dissertation in **Word** and a copy of the D5 signed by the defense committee **only**. **The GPD signs the D5 after the final edit.** (The Dean's Office will assign an editor if it is received by the Dean's Office deadline, if not you are responsible for obtaining an editor) If not submitted by the deadline, you must submit for the next semester. Ensure you are following latest format guidelines found on the following link:
https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf
3. Make suggested edits from editor (The edited copy will be sent back to you electronically).
4. **Submit both your corrected copy in PDF along with the editor's copy in Word directly to your Advisor for review.**
5. **After final review, your Advisor sends the document to the GPD for review and approval. After final review by your Advisor and GPD, your Advisor submits your corrected PDF copy, the editor's Word copy, the completed Certificate of Completeness form (attached) and the original D5 with the GPD's signature electronically to me. The Dean will then review.**
6. The Dean will review your dissertation and sign your D5 form if no other edits are needed (if Dean suggests additional edits, you will make the edits and re-submit your corrected copy to the Dean's office for approval).
7. The Dean's Office will contact you via email and phone that your signed D5 form has been sent to your department, or to make additional edits per the Dean.
8. You can upload your approved dissertation electronically in ProQuest:
<https://www.odu.edu/content/dam/odu/col-dept/al/docs/proquest-submission-guide-for-students.pdf>
9. Your department designee (GPD) will upload your D5 form to the registrar's office.

Batten College of Engineering & Technology
1105 Engineering Systems Building
Norfolk, VA 23529 | 757-683-3789 (office)

Thesis/Dissertation Tracking Form

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I D E A FUSION

Certification of Completeness of Thesis/Dissertation for Final Review by Faculty Advisor & Dept. G.P.D.

NAME: _____ **UIN:** _____

This is to certify that the above named student has submitted his/her corrected thesis/dissertation to his/her Faculty Advisor and their departmental Graduate Program Director (GPD) for a final review and certification of acceptance that all corrections/changes have been made and verified.

Thesis/Dissertation Title:

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