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**1. DIGITAL PUBLISHING SUBMISSION FORM**

**Directions**: 1. Student completes Part I; 2. Uploads PDF of “Work” to ETDAdmin Tool at: [www.etdadmin.com/chicagosu](http://www.etdadmin.com/chicagosu); 3. Prints “ETD Details”

page(s) from student’s ETDAdmin file; 4. Obtains required signatures in Part II indicating approval of content & format: Uploads advisor-approved

Form to ETDAdmin file; 5. Uploads revised PDF of Academic Affairs approved “Work” to ETDAdmin file after format review; 6. Academic Affairs

uploads approved Form to student’s ETDAdmin file; 7. Library Representative completes part III and uploads to student’s ETDAdmin file; 8. Student

uploads PDF of **all** completed digital publishing&Transmittal for Degree Audit forms to Administrative Documents in ETDAdmin file prior to final sign

off from Library. **Student will make all changes including any identified after approval and failure to do so may result in reversal of degree award.**

**I. STUDENT INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | | **First Name** | | Middle Name | | **Suffix** | |
|  | |  | |  | |  | |
| **Academic Program** | **Degree** | | **Term of Completion** | | **Defense Date** | | **Style Guide/Year/Edition** |
|  |  | |  | |  | |  |
| **Thesis/Dissertation Title** | | | | | | | |
|  | | | | | | | |
| **Signature / Statement of Assurance of Original Work** | | | | | | | |
| Except where reference is made to the work of others, the “Work” is my own or was done under the guidance and/or active cooperation or collaboration with my advisory committee. I (the undersigned student) confirm that the “Work” was reviewed via the TurnItIn Tool and that I (or a designee\*) will upload an electronic copy of the same version (with same content/format) of the “Work” to the ETDAdmin Tool within 3 calendar days of obtaining required signatures from my Thesis/Dissertation Advisor/Chair. Upon recommendation of Thesis/Dissertation/ Project Advisor/Chair, a final copy of the “Work” (with revisions if needed) will be added to the *ProQuest Dissertations & Theses Global (PQDT Global)* **or** to the *CSU Digital Collection*.  STUDENT/DESIGNEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_  \*Departmental- or College-designated employee (optional) | | | | | | | |

**II. REVIEW AND ACCEPTANCE FOR DIGITAL SUBMISSION TO PROQUEST/UMI**

|  |
| --- |
| **Signature of Approval** |
| The Thesis/Dissertation Advisor/Chair indicates approval of the “Work”for:   1. Digital submission to ProQuest/UMI **Y / N** **(circle one)** and**;** 2. For CSU Archive Access# **Y / N** **(circle one)**   per the conditions specified in the student’s file in the **ETDAdmin** **Tool**. Student has produced report that indicates the “Work” does not show evidence of plagiarism.  THESIS/DISSERTATION ADVISOR/CHAIR: DATE:  The Associate Provost/Designee has inspected the final corrected version of the “Work” named above in digital format (after submission to the **ETDAdmin** **Tool**) and certifies satisfactory compliance with the digital Thesis/Dissertation format*; and* indicates approval of the “Work”for digital submission to:   1. ProQuest/UMI**or**; 2. CSU Digital Collection (**circle one to affirm Thesis/Dissertation Advisor/Chair’s selection**).   ASSOCIATE PROVOST OF GRADUATE AND PROFESSIONAL STUDIES/DESIGNEE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_ |

**III. VERIFICATION OF SUBMISSION AND DELIVERY TO PROQUEST/UMI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist of Submitted Items** | **ETDAdmin** **Submission Date:** | **Yes** | **No** | **N/A** |
| 1. Original “Work” uploaded in PDF format to student’s file in ETDAdmin Tool | |  |  |  |
| 2. Archiving Agreement Form completed (& PDF copy uploaded to student’s file in ETDAdmin Tool). | |  |  |  |
| 3. Original “Work” is a product of an approved CSU research grant or project. | |  |  |  |
| 4. Original “Work” meets the criteria for delayed release. | |  |  |  |
| 5. Delayed Release Form completed (& PDF copy uploaded to student’s file in ETDAdmin Tool). (Delayed release option will be implemented per specifications on completed Delayed Release Form.) | |  |  |  |
| **Signature of Approval** | | | | |
| I have reviewed the Checklist of Submitted Items and verified that PDF copies of the “Work” and required forms listed above were uploaded to student’s file in ETDAdmin. I confirm by my signature below that the “Work” is ready for digital submission to: a. ProQuest/UMI **or** b. CSU Digital Collection **(circle one to affirm Thesis/Dissertation Advisor/Chair’s selection)** per conditions specified in the student’s file in ETDAdmin. I also verify that an authorized CSU employee “accepted” the “Work” on: \_\_\_\_\_\_\_ (DATE) for delivery to ProQuest/UMI **or** to the *CSU Digital Collection*.  LIBRARY\*\* / COLLEGE\*\*\* DESIGNEE: DATE:  \*\* A library employee / \*\*\* A CSU employee designated by Department or College (optional) authorized to verify submission of digital (PDF) copies of student “Work” and required related forms. | | | | |

When available#