

# How to Submit a Doctoral Dissertation

- Become familiar with the requirements by reading the [Thesis and Dissertation Guide](#) carefully.
- Activate the intent to graduate on LionPATH during the semester in which you plan to graduate. Deadlines for submitting your dissertation can be viewed on the [Important Dates](#) page.
- Upload a draft of your dissertation for format review (pdf only) to the [eTD website](#) by the specified deadline. Corrections and detailed instructions will be returned to you by email within two weeks.
- Defend the dissertation and make any changes required by your committee. This can be done either before or after the format review, as long as deadlines are met.
- Review the dissertation one final time to be sure that no further changes are needed. It will not be possible to make corrections after final approval by the Office of Theses and Dissertations. Convert the file into a pdf for eTD submission.
- Effective fall 2019, the Grad School Thesis Office now requires the Digital Signatures for MS and PhD theses. This gives committee members the ability to digitally approve submissions through their site. Graduate students submitting a thesis or dissertation through the Electronic Thesis and Dissertation Application will have their thesis and dissertation submission digitally signed by their committees via the eTD application. This capability allows a student to securely share their final document with the committee members and allows committee members the ability to review the document and give their approval electronically.

Electronic signatures will replace the Signatory Form only. All other supporting materials must still be submitted to the Office of Theses and Dissertations.

- Go to the [eTD website](#) and upload the final eTD
- Submit supporting materials to the Office of Theses and Dissertations. (Note: It does not matter if you upload first or submit the materials first.) Supporting materials are:
  - ProQuest/UMI Agreement
  - Survey of Earned Doctorates
  - \$95 fee. The fee can be paid at <https://secure.gradsch.psu.edu/paymentportal/>
- Await notification of eTD approval by email. If changes are required, you will be notified. Your eTD will be accessible on the eTD website immediately after graduation, unless you have chosen restricted access.
- Following the approval of the thesis/dissertation by the Office of Theses and Dissertations, each committee member will receive an email directing them to the ETDA link (Electronic Thesis and Dissertation Application).
- Following the approval of the committee members, the chair/head of the program will receive an email requesting his/her approval.

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