

DIGITAL PUBLISHING SUBMISSION FORM

Directions: 1. Student completes Part I; 2. Uploads PDF of “Work” to ETDAdmin Tool at: www.etsadmin.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				
<p>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 <i>ProQuest Dissertations & Theses Global (PQDT Global)</i> or to the <i>CSU Digital Collection</i>.</p> <p>STUDENT/DESIGNEE: _____ DATE: _____</p> <p>*Departmental- or College-designated employee (optional)</p>				

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

Signature of Approval				
<p>The Thesis/Dissertation Advisor/Chair indicates approval of the “Work” for:</p> <p>a. Digital submission to ProQuest/UMI Y / N (circle one) and;</p> <p>b. For CSU Archive Access[#] Y / N (circle one)</p> <p>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.</p> <p>THESIS/DISSERTATION ADVISOR/CHAIR: _____ DATE: _____</p> <p>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; <i>and</i> indicates approval of the “Work” for digital submission to:</p> <p>a. ProQuest/UMI or;</p> <p>b. CSU Digital Collection (circle one to affirm Thesis/Dissertation Advisor/Chair’s selection).</p> <p>ASSOCIATE PROVOST OF GRADUATE AND PROFESSIONAL STUDIES/DESIGNEE: _____ DATE: _____</p>				

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				
<p>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 <i>CSU Digital Collection</i>.</p> <p>LIBRARY** / COLLEGE*** DESIGNEE: _____ DATE: _____</p> <p>** 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.</p>				

When available[#]