WELCOME

to the Thesis and Dissertation Formatting Tutorial
This tutorial is also available on the Graduate School’s website at: http://grad.msu.edu/etd/ along with the formatting guide, sample pages, and instructions on how to submit your thesis or dissertation through the ProQuest website.
The Graduate School
Michigan State University
466 W. Circle Drive
2nd Floor, Chittenden Hall
East Lansing, MI 48824

Phone: 517-355-0301

Email: msuetds.approval@grd.msu.edu
What will this formatting workshop teach you?

1. How to FORMAT your thesis or dissertation

2. How to successfully SUBMIT your electronic thesis or dissertation via ProQuest

3. How to successfully COMPLETE your degree and receive your diploma
But before any of that....

• These requirements apply to all dissertations and all “Plan A” Master’s theses.

• “Plan B” Master’s students should contact their department regarding submission of their papers. “Plan B” theses DO NOT get submitted through ProQuest.
Please see the Graduate School’s website http://grad.msu.edu/etd/dates.aspx for information on specific deadline dates in each semester.

*The deadline means*: Your document has been reviewed by a Graduate School ETD administrator, it has been considered to be formatted correctly AND all necessary paperwork has been turned in PRIOR to the deadline date/time.
NOTE REGARDING DEADLINES:

It is advised that you submit your document via ProQuest AT LEAST two weeks prior to the deadline date. The deadline is not the date that your document is just to be submitted for the first time.
Formatting Templates

The Graduate School **DOES NOT** support or endorse any type of template for thesis or dissertation writing. Regardless of the method or template used, the document must meet the Graduate School formatting requirements.

We are looking at your final product, not how you produced your document.
PLEASE NOTE
The formatting requirements set by the Graduate School are **NOT** comparable to the formatting requirements set by any journals you may have published in or may publish in.
PLEASE USE THIS WEBSITE

http://grad.msu.edu/etd/

This is where you will find the link for the current Formatting Guide for Electronic Submission of Master’s Theses and Doctoral Dissertations.

Make sure you read and follow the formatting guide **BEFORE** you submit your document to ProQuest via the Graduate School website. **The Graduate School’s task is to review your formatting, not to format the document for you.**
Consistency is the key...

• Whatever formatting method you choose to use in your document must be employed throughout the ENTIRE DOCUMENT. **The method you choose must follow the Graduate School’s formatting requirements.**

• Examples: If you number your headings and sub-headings in one chapter, they should be numbered in all chapters. If you put your headings in bold type in one chapter, then they need to be in bold type in all chapters. If you have all of your figures and tables in appendices in one chapter, then you should have them in appendices in all chapters.
Every thesis or dissertation is composed of three parts:

1. Preliminary pages

2. Text (Body of the Document)

3. Reference Materials (Appendix/Bibliography)
MARGINS

All margins must be at least 1 inch all the way around for the ENTIRE document.

Top
Bottom
Left
Right

NOTE: ProQuest does not require a margin larger than 1 inch for bound copies.
# Sequencing, Pagination and Page Number Placement

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Pages</td>
<td>Lower Case Roman Numerals</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Public Abstract</td>
<td>Do Not Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Abstract</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Dedication</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Preface</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Key to Symbols or Abbreviations</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Text</td>
<td>Arabic Numbers Starting at 1</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Reference Pages</td>
<td>Continue with Arabic Numbers</td>
<td></td>
</tr>
<tr>
<td>Cover Sheet for Appendices</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Appendices</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Cover Sheet for Bibliography</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
</tbody>
</table>
A NOTE ABOUT YOUR NAME

• Your name must match in ALL aspects of your submission. It must match in the following areas:
  – On your approval form
  – In your ETD (electronic thesis and dissertation) contact information in your ProQuest account
  – On the title page of your document
  – On the abstract page of your document
  – On the copyright page of your document (if applicable)
Sample Dissertation Title Page
Michigan State University
Graduate Degree Granting Units and Programs

• A complete list of Graduate Degree Granting Units and Programs is available on the Graduate School website at:

http://grad.msu.edu/etd/docs/DegreeGrantingUnits.pdf

• Only the units/programs listed here are approved by Michigan State University.
Sample Abstract page

• Master’s thesis abstract may not exceed 1 page

• Doctoral dissertation abstract may not exceed 2 pages

Note about “Public Abstracts”: If your department has approved the use of a public abstract and you include it in your document, it is to be set up the same as the conventional abstract. The public abstract page is not to be counted or numbered and it would precede the conventional abstract.
Copyright...Yes or No?

• Your rights as an author are automatically protected, even without copyright registration.
• **BUT**, copyright registration establishes a public record that often helps in legal disputes about intellectual ownership.
• **Also**, copyright registration can be recorded with the U.S. Customs Service for international protection of your intellectual property.
• **DECIDE IF YOU WANT A COPYRIGHT BEFORE YOU COMPLETE YOUR INITIAL SUBMISSION VIA PROQUEST. YOU CANNOT ADD IT AFTER THE FACT BECAUSE YOU NEED TO PAY FOR IT UP FRONT.**
Sample Copyright Page

Your copyright page should look similar to this page.

You may place the information anywhere on the page as long as you meet the 1 inch margin requirement.

You are to count, but not number, this page.

**Note:** Your name listed on this page must match the rest of your submission. Your name is to be in all capital letters.

The copyright option must be chosen when you create your account in ProQuest. YOU CANNOT ADD IT AFTER THE FACT.
TABLE OF CONTENTS

CORRECT EXAMPLE

LIST OF TABLES.................................................................iv

LIST OF FIGURES.................................................................vi

CHAPTER 1: The Beginning...............................................1

CHAPTER 2: The Middle.....................................................5
  2.1 Where am I to go from here?.........................6
  2.2 To have my document checked...................8

APPENDIX.................................................................13

BIBLIOGRAPHY............................................................17

INCORRECT EXAMPLE

TABLE OF CONTENTS

Acknowledgments..............................................................III
Table of Contents.............................................................IV
List of Figures.................................................................X
List of Tables.................................................................XII
Chapter 1: The Beginning................................................1

CHAPTER 2—THE MIDDLE
  2. 1 Where am I to go from here? 8
  2.2. To have my document checked...........12

Bibliography.................................................................29
Appendix: The title of the appendix is here...............33

IV
Please Note: regarding TABLE OF CONTENTS

• All headings and sub-headings that are listed in the body of the document MUST be listed in the Table of Contents as well.

• All wording and capitalization of headings and sub-headings MUST match in the body of the document and the Table of Contents.
CORRECT EXAMPLE

LIST OF FIGURES

Figure 1  This figure shows something.......... 12
Figure 2  This figure shows another thing ......18
Figure 3  This figure shows what to do when you have a caption that covers more than one line............................... 25
Figure 4  This is the last figure......................... 27

INCORRECT EXAMPLE

LIST OF FIGURES

CHAPTER 1
Fig. 1  This figure shows something 12
Fig. 2  This figure shows another thing 18

CHAPTER 2
Fig. 1  This figure shows what not to do when you have a caption that covers more than one line 25
Fig. 2  This is the last figure.............................. 27
Figure 1: If you have a large figure or a long caption, remember, the figure name and caption are to appear on the first page that the figure appears on—WITH the figure. Subsequent pages would have Figure X (cont’d) at the top of the page. Then, continue with the figure or the caption. See the example to the right.
Table 1.1: The samples, numbers, times and locations

<table>
<thead>
<tr>
<th>Sample</th>
<th>Number Collected</th>
<th>Collection Time</th>
<th>Location of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90</td>
<td>5:00 AM</td>
<td>East Lansing</td>
</tr>
<tr>
<td>B</td>
<td>50</td>
<td>4:30 PM</td>
<td>Lansing</td>
</tr>
<tr>
<td>C</td>
<td>30</td>
<td>3:17 PM</td>
<td>Grand Ledge</td>
</tr>
<tr>
<td>D</td>
<td>78</td>
<td>6:33 AM</td>
<td>DeWitt</td>
</tr>
<tr>
<td>E</td>
<td>56</td>
<td>2:51 PM</td>
<td>Holt</td>
</tr>
<tr>
<td>F</td>
<td>74</td>
<td>7:45 AM</td>
<td>Mason</td>
</tr>
<tr>
<td>G</td>
<td>12</td>
<td>9:16 PM</td>
<td>Stockbridge</td>
</tr>
<tr>
<td>H</td>
<td>98</td>
<td>4:48 PM</td>
<td>Bath</td>
</tr>
<tr>
<td>I</td>
<td>41</td>
<td>8:22 AM</td>
<td>Okemos</td>
</tr>
<tr>
<td>J</td>
<td>36</td>
<td>4:55 AM</td>
<td>Jackson</td>
</tr>
<tr>
<td>K</td>
<td>89</td>
<td>7:29 PM</td>
<td>Parma</td>
</tr>
</tbody>
</table>

Note: If you have a large table or long caption, the table name and caption are to appear on the first page that the table appears on WITH the table. Subsequent pages would have Table x (cont’d) at the top of the page. Then, continue with the table or the caption. See the example to the right.
A FEW NOTES REGARDING TABLES AND FIGURES

- Table and Figure names and captions must match EXACTLY in the document and in the List of Tables and List of Figures with regards to wording, capitalization and punctuation.
- For example: This means if you have a colon after the table numbers in the List of Tables, then you must have a colon after the table numbers in the document.
- For example: If you capitalize words in a figure caption in the document, then the words must be capitalized the same in the List of Figures.
Page Orientation/Page Numbering

**Portrait Oriented Page**

The page number on a portrait oriented page is to appear centered, ½ inch from the bottom of the page on the 8.5 inch side of the page.

**Landscape Oriented Page**

The page number on a landscape oriented page is to appear centered, ½ inch from the bottom of the page on the 11 inch side of the page.
REFERENCES PAGES

• We will now cover the REFERENCE pages

• Components of the REFERENCE pages are.....
Components of the Reference Pages

- Cover sheet for Appendices
- Appendices
- Cover sheet for Bibliography
- Bibliography

Use of a cover sheet for the appendices and bibliography is required.

Reference Pages may be placed at the end of each chapter or at the end of the document, but you must follow the same formatting for all chapters.

NOTE: The BIBLIOGRAPHY pages are always last, regardless of being placed at the end of the chapter or at the end of the document.
Sample Cover Sheet for Appendices

If you have multiple appendices in a chapter or at the end of the document, the cover sheet is to say APPENDICES on it.

If you have a single appendix, the cover sheet is to say APPENDIX on it.

The word “APPENDIX” or “APPENDICES” is to be in all capital letters and is to be centered on the page from top to bottom (and left to right).

**Information regarding secondary appendix cover pages can be found in the formatting guide.
The word “BIBLIOGRAPHY” (or equivalent) is to be in all capital letters and is to be centered on the page from top to bottom (and left to right).

(Other terms that could be used are: REFERENCES, LITERATURE CITED, WORKS CITED)
THE MOST COMMON FORMATTING ERRORS

- Incorrect page numbering of the preliminary pages
- Incorrect margins
- Title page formatted incorrectly
- Table of Contents, List of Tables and List of Figures formatted incorrectly
- Table and figure captions not matching List of Tables and List of Figures

THIS SERVES AS A REMINDER TO READ AND FOLLOW THE FORMATTING GUIDE BEFORE SUBMITTING YOUR DOCUMENT VIA PROQUEST.

- Do not use a bound copy of a document in your department or in the library as an example.
Electronic Submission of your document via ProQuest

• By following the step by step instructions on the Graduate School website, you will be able to successfully submit your thesis/dissertation electronically.

• At the ProQuest site you will be given the option to register for a copyright as part of your electronic submission. Note: Registering for a copyright must be done at the onset when you are creating your submission. YOU MAY NOT ADD IT AFTER THE FACT.
• PLEASE DO NOT SUBMIT YOUR DOCUMENT VIA PROQUEST BEFORE YOUR DEFENSE OR BEFORE YOU HAVE MADE THE CORRECTIONS THAT YOUR COMMITTEE REQUIRES.

• DO NOTE: if you submit your document and it is considered to be formatted correctly AND all necessary paperwork has been turned in—your document will be accepted and delivered for publishing even if you were NOT READY to have it delivered. THIS HAS HAPPENED BEFORE AND IT IS A TIME CONSUMING FIX FOR ALL PARTIES INVOLVED.

• The document that you are to submit via ProQuest is one that is ready to go to publishing once it is formatted correctly. **This means that no other corrections need to be made to the content of the document AND you have successfully defended and made the corrections that your committee requires.**
EVERY STUDENT MUST COMPLETE THE FOLLOWING:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide (Available at http://grad.msu.edu/etd/)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

4. Doctoral Students must complete the Survey of Earned Doctorates (SED) online

EVERY STUDENT MUST COMPLETE THE FOLLOWING:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School [Formatting Guide](http://grad.msu.edu/etd/).

2. Submit Your **Approval Form** to the Graduate School.

3. Complete the [Graduate School Exit Survey](http://grad.msu.edu/etd/).

4. Doctoral Students must complete the [Survey of Earned Doctorates (SED)](http://grad.msu.edu/etd/) online.

5. Now, go to [http://www.etdadmin.com/grad.msu](http://www.etdadmin.com/grad.msu) and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest/UMI.
ALL STUDENTS MUST SUBMIT THE APPROVAL FORM

If you did not use human or animal subjects, you must check “No” for each box.

If you DID use any human or animal subjects, you must check “Yes” for the appropriate box(es) and add the IRB and/or IACUC number.

You will also need to submit a copy of the IRB or IACUC approval letter. The IRB letter is to have your name cc’d at the bottom.

You will need both your signature and the signature of your major professor.

NEW: Supplemental files associated with the electronic version of your document must be approved by your major professor as well. You must check a box in this section. Your professor MUST initial and date on the line next to N/A in this section even if you don’t have any supplemental files.

YOU, AS THE STUDENT, ARE RESPONSIBLE TO MAKE SURE THE COMPLETELY AND CORRECTLY FILLED OUT APPROVAL FORM GETS TO THE GRADUATE SCHOOL.
APPROVAL FORM SUBMISSION

• By email: msuetds.approval@grd.msu.edu

• By fax: (517) 353-3355

• In person: The Graduate School
  466 W. Circle Drive
  2nd Floor, Chittenden Hall

NOTE: IRB LETTERS AND IACUC LETTERS ARE TO BE SUBMITTED TO THE GRADUATE SCHOOL VIA THE SAME METHODS

***Please make sure that your approval form is completely filled out and filled out correctly before submitting it to the Graduate School.
Michigan State University
Graduate Degree Granting Units and Programs

• A complete list of Graduate Degree Granting Units and Programs is available on the Graduate School website, http://grad.msu.edu/etd/docs/DegreeGrantingUnits.pdf

• Only the units/programs listed here are approved by Michigan State University.

• YOU ARE TO CHOOSE YOUR DEGREE GRANTING UNIT AND DEGREE FROM THE DROP-DOWN MENU ON THE APPROVAL FORM.
If you used human subjects, you must provide a copy of the IRB approval letter (Showing your name cc'd at the bottom of the page.)

Research with Human Subjects Contact:

Steven Smith
IRB@MSU.EDU
408 W Circle Drive, Room 202
Phone: 355-2180
Website: http://www.humanresearch.msu.edu/

If your name is not cc’d at the bottom of the IRB letter, you will need to provide some information in addition to the IRB letter, proving that you are an approved researcher on the project. Acceptable documentation: renewal application with your name listed OR an email from your PI stating the approved IRB #, the project name and stating that you are approved to work on this project.
If you used vertebrate animal subjects, you must provide a copy of the IACUC approval letter.

Research with Animal Subjects Contact:

iacuc@msu.edu
909 Fee Road, Room 421
Phone: 432-4151
Website: http://www.iacuc.msu.edu/

Your name will not appear on this letter—only your PI's name will be on this letter.
EVERY STUDENT MUST COMPLETE THE FOLLOWING:

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2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

4. Doctoral Students must complete the Survey of Earned Doctorates (SED) online

Graduate School Exit Survey
On-line Instructions

Your participation in this survey is of importance and it is greatly appreciated by the Graduate School. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

Only students who have applied for graduation will have access to the online survey and the identity of all respondents will be kept confidential.

You can access the survey at the following websites:
Doctoral Students: https://www.egr.msu.edu/doctonal/survey/
Master’s Students: https://www.egr.msu.edu/masters/survey/
Complete the Graduate School Exit Survey

Login

Login using your MSU NetID and Password.

Username: 
Password: 
Login
EVERY DOCTORAL STUDENT MUST COMPLETE THE FOLLOWING:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide (Available at http://grad.msu.edu/etd/)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

4. Doctoral Students must complete the Survey of Earned Doctorates (SED) online

Survey of Earned Doctorates (SED) online

• Go to https://sed.norc.org/survey and complete the registration process

• You will be sent an email with your PIN and password and a link to the web survey

• When you submit your survey, a notification of completion will be automatically sent to the Michigan State University Graduate School Office.
Doctoral Students must complete the Survey of Earned Doctorates (SED) online

Survey of Earned Doctorates

Welcome to the electronic registration for the Survey of Earned Doctorates. To complete the questionnaire via the web, please submit the information below. The URL, PIN and password information will be e-mailed to you shortly.

All fields are required.

First Name: 
Last Name: 
Institution State:  
Institution Name: 
School/College: 
Graduation Month:  
Graduation Year:  
E-mail:  
E-mail Confirmation:  

If you already registered using this email address, or you forgot your PIN and password, the same information will be sent to you.

Submit  Cancel
Survey of Earned Doctorates (SED)

• Michigan State University REQUIRES verification of completion of the survey. When you submit your survey, a notification of completion will be automatically sent to the Michigan State University Graduate School Office. However, it is also recommended that at the end of the survey, you also have a copy of the ‘certificate of completion’ emailed to your own personal email for your records.
EVERY STUDENT MUST COMPLETE THE FOLLOWING:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School *Formatting Guide*. Available at http://grad.msu.edu/etd/)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

4. Doctoral Students must complete the Survey of Earned Doctorates (SED) online

Publishing your dissertation/thesis at Michigan State University

Campus Resources & Guidelines for Michigan State University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

- Campus Resources
  Learn more about your institution's guidelines & resources.

Preparing to submit your dissertation or thesis

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it’s published the way you want it to look.

- Publishing Guides
  View instructions and guides to help you prepare your manuscript.

About ProQuest/UMI Dissertation Publishing

ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.
Instructions for Submitting Your Thesis/Dissertation to Michigan State University via ProQuest/UMI.

Welcome to the ETD Administrator - Michigan State University

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

Before you begin
Before you begin, please be sure you have the following:

- Full text of the dissertation/thesis in PDF format. This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the PDF Conversion tool. You also must embed fonts in the PDF. For tips on creating PDF files, see the PDF FAQs.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Category. Please choose one to three subject categories from the Subject Category list that best describe your dissertation/thesis' subject area.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.

IMPORTANT! Read before you start

If you have not been to the Michigan State University Graduate School website, http://www.grad.msu.edu and completed the required steps, please STOP and visit their website first. This site has the formatting guide that you must follow as well as appropriate paperwork and surveys that must be completed at Michigan State University BEFORE your submission here at the ProQuest/UMI site.

Michigan State University does allow the use of OPTIONAL SUPPLEMENTARY FILES (audio, video, etc.). Please note that only those files approved by the major professor/committee as denoted on the Graduate School approval form are allowed.

As part of the submission process, in addition to the Subject Category you will be asked to select the Degree Granting Unit/Program from a pull-down menu that lists those units approved by Michigan State University. This list is also available from the Michigan State University Graduate School website.

Also, you will be asked to select the degree that is being awarded. Michigan State University grants the following degrees: Master of Arts, Master of Fine Arts, Master of Human Resources and Labor Relations, Master of Music, Master of Science, Master of Urban and Regional Planning, and Doctor of Philosophy. MAKE SURE YOU SELECT THE SAME DEGREE LISTED ON YOUR TITLE PAGE.

Continue
Submission Review

• Once you submit your document to ProQuest, your submission will be reviewed by a MSU Graduate School ETD Administrator for possible formatting revisions.

• You will be contacted via email with required revisions or with a request for missing paperwork, BEFORE your document is officially accepted and delivered to ProQuest for publishing.

• You will receive a response with the necessary revisions from the Graduate School within two business days from the time we receive your electronic submission.

• The email will be sent to the email address you provided in your newly created ProQuest account.
Email address used in ProQuest account

• Please remember the email address you are going to use when setting up your account in the ProQuest system.

• This is the email address that all correspondence from the Graduate School regarding needed formatting corrections will go to.

• Sometimes the emails go into your Spam folder, so if it has been 2 business days and you have not heard from us, check your Spam folder because an email most likely went there instead of going into your inbox.
Sample Letter for REPRINTS

Permission of a reprint is required by ProQuest, the company that publishes your thesis/dissertation, not by MSU.

You will need a letter from the original publisher giving permission.

You can use this Sample Permission Letter when seeking permission to use reprints of previously copyrighted articles in your thesis/dissertation.

A Sample Permission Letter for Use of Previously Copyrighted Material can be found at http://grad.msu.edu/etd/docs/PermissionLtr.pdf
**Responsibility of Student**

- Complete and Submit *Application for Graduation*
- *Make sure Grad Plan (PhD students) is complete*
  - Check deadline dates
- Completion of program requirements, see Academic Programs at [http://www.reg.msu.edu/AcademicPrograms/Default.asp](http://www.reg.msu.edu/AcademicPrograms/Default.asp)
- Submit thesis or dissertation to ProQuest via the Graduate School webpage with all necessary paperwork
  - Complete Survey(s)

**Responsibility of the Graduate School**

- Final acceptance of thesis or dissertation
- Forward acceptance email with pertinent information to Office of the Registrar
  - Check off in Grad Audit (PhD students)

**Responsibility of the Department**

- Submit *Final Certification Form* to the Office of the Registrar certifying student to graduate
  - Check off in Grad Audit (PhD students)

**The Office of the Registrar**

- Verify approval of *Final Certification Form*
- Verify acceptance email forwarded from the Graduate School and the check off in Grad Audit (PhD students)
  - Issue Diploma

**DEGREE COMPLETED**
Responsibility of Student

- Complete and Submit Application for Graduation
- Make sure Grad Plan is complete (PhD students)
- Check deadline dates
- Must be enrolled for 1 credit in the semester of defense, but do not have to be enrolled to make revisions (International students should check with OISS)
- Completion of program requirements, see Academic Programs Catalog at http://www.reg.msu.edu/AcademicPrograms/
- Submit thesis or dissertation to ProQuest via the Graduate School website AND turn in all necessary paperwork, see http://grad.msu.edu/etd/
Available online at: http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp

Available in Room 150 Administration Building

All students must apply to graduate!

NOTE: if you apply for Graduation during a specific semester, but do not complete all necessary items that same semester, you must reapply to graduate for a different, specific semester! Your application to graduate does not carry over to the next semester automatically.
Ph.D. students and Grad Plan/Grad Audit

- All Ph.D. students graduating in Spring 2017 or later MUST have a Grad Plan.
- Beginning in Spring 2017 Grad Plan will be the mechanism by which the Registrar’s Office knows to confer your degree.
- Before you submit your dissertation via ProQuest, your plan MUST be complete (only Graduate School and Graduate Secretary Sign-Off not completed). WORK WITH YOUR GRADUATE SECRETARY TO MAKE SURE YOUR PLAN IS COMPLETE.
- If the Graduate School can’t sign off because your plan is incomplete, your degree may not be conferred in the semester you would like it to be conferred.
- As you can see in the example to the right, this particular student does not have their Dissertation title requirement completed and they have not applied for graduation. If the document had been approved and delivered to ProQuest, we would not be able to sign off because of the items above the Graduate School sign-off are incomplete.

Every requirement above “Graduate School sign-off” MUST be completed before your dissertation is submitted to ProQuest.
Responsibility of the Graduate School

- Final acceptance of thesis or dissertation
- Forward acceptance email from ProQuest with pertinent information to Office of the Registrar
- Sign off in Grad Audit if you are PhD student with a plan in place
Responsibility of your Department

• Submit *Final Certification Form* to the Office of The Registrar certifying student to graduate
• Sign off in Grad Audit if you are PhD student with a plan in place
Responsibility of The Office of the Registrar

• Verify approval of *Final Certification Form* (Department); verify department sign off in Grad Audit (PhD students)

• Verify ProQuest acceptance email forwarded from the Graduate School; verify sign off in Grad Audit (PhD students)

• Issue Diploma

If you have questions regarding Degree Certification please contact:
  Susie Korkoske
  Office of the Registrar
  Degree and Certification
  Phone: (517) 432-5911
  Email: chmiko@msu.edu
Resources

The Graduate School
Phone Number: 355-0301
E-mail: msuetds.approval@grd.msu.edu
Address: 466 W Circle Drive, Chittenden Hall, 2nd Floor

Research with Animals
Phone Number: 432-4151
E-mail: iacuc@msu.edu
Address: 909 Fee Road, Room 421
Web Address: http://www.iacuc.msu.edu/

Office for International Students and Scholars (OISS)
Phone Number: 353-1720
Address: 427 N Shaw Lane, Room 105
E-Mail: oiss@msu.edu

ProQuest
Phone Number: 1-877-408-5027
E-mail: etdsupport@proquest.com

Degree and Certification
Contact Person: Susie Korkoske
Phone Number: 432-5911
E-mail: chmiko@msu.edu

Provides a Copy Service
Council of Graduate Students (COGS)
Phone Number: 353-9189
Address: 466 W. Circle Drive, Chittenden Hall, 1st Floor

Human Research Protection Program (IRB)
Phone Number: 355-2180
E-mail: irb@msu.edu
Address: 408 W Circle Drive, Room 207
Web Address: http://www.humanresearch.msu.edu/