

University of Hartford
Dissertation or Doctoral Essay – Final Submission
Spring 2020

Due to the campus closure caused by COVID-19, students completing dissertations or doctoral essays cannot easily submit their printed copies to the Harrison Libraries for binding. As such, for spring 2020, students **will submit their dissertations and doctoral essays online only**, via PDF upload to ProQuest Dissertations.

- 1) Well before their submission dates, doctoral students should run tests for converting their dissertations, or essays to PDF, to resolve any issues with formatting and fonts.

In addition, doctoral students should

- a. review the **Electronic Submission Process** ([see link](#)) to ensure they understand the process;
- b. set up their upload account via the **ETD Administrator website** ([see link](#));
- c. review the author agreement (found in the links above); and

Questions may be directed to Ben Ide (Harrison Libraries, bide@hartford.edu).

- 2) If there are specific reasons why PDFs submission or ProQuest upload will not be suitable for a particular student, Graduate Program Directors please contact both Ben Ide (Harrison Libraries, bide@hartford.edu) and T. Clark Saunders (clsaunder@hartford.edu) with reasons for the exception. Alternative arrangements will be further discussed.
- 3) Due to the current difficulty of obtaining signatures while students and faculty members are working remotely, and concerns associated with identity theft, signature pages with a advisor and committee member signatures (actual or electronic) are not required at this time.

Instead, **students will list** their advisors, committee members, readers (with their titles), and leave a place for approval date(s) on the cover page (in addition to other information usually on the cover page). The **student should also email this information** (except approval dates) to the school's Graduate Program Director before finishing the dissertation or essay. Students will add approval dates to the final copy.

- 4) Following successful dissertation defense and completion of any needed edits, and approvals of the final copy, doctoral students update their cover page, then will
 - a. **upload a final PDF copy of their dissertation or doctoral essay into ProQuest** following the instructions at the URL above, and
 - b. send Ben Ide (bide@hartford.edu) **an additional PDF copy** of the complete dissertation or doctoral essay (including the cover page listing advisors/readers/chairs/etc., as part of the document). Ben Ide may ask students to fill out an additional form.
- 5) The school's Graduate Program Director **will email** both Ben Ide (bide@hartford.edu) and T. Clark Saunders (clsaunder@hartford.edu) verification of completion **after receiving approval statements by email** from everyone who would have signed (advisors, readers, committee members, department chairs, etc.).
 - a. The Graduate Program Director will list the student's name, dissertation/essay title, degree, advisor(s), committee member/readers, their titles, and approval dates.
 - b. The student will need to be aware that approvals were received, so they can update their cover page.
 - c. A copy of the email may be placed in the student's digital or physical file by the school. Others in the school may be cc'd as needed.
- 6) Ben Ide will email the school's Graduate Program Director and T. Clark Saunders **confirming upload** of dissertations/essays to ProQuest, and **receipt of the student's emailed PDF**.

This procedure may be superseded after Spring 2020.

University of Hartford
Thesis – Final Submission
Spring 2020

Due to the campus closure caused by COVID-19, students completing theses cannot easily submit their printed copies to the Harrison Libraries for binding. As such, for spring 2020, students **will submit their theses in PDF format.**

- 1) Well before their submission dates, master's degree students should run tests for converting their theses to PDF, to resolve any issues with formatting and fonts. Questions may be directed to Ben Ide (Harrison Libraries, bide@hartford.edu).
- 2) If there are specific reasons why PDF submission will not be suitable for a particular student, Graduate Program Directors please contact both Ben Ide (Harrison Libraries, bide@hartford.edu) and T. Clark Saunders (clsaunder@hartford.edu) with reasons for the exception. Alternative arrangements will be further discussed.
- 3) Due to the current difficulty of obtaining signatures while students and faculty members are working remotely, and concerns associated with identity theft, signature pages with advisor and committee member signatures (actual or electronic) are not required at this time.

Instead, **students will list** their advisors, committee members, readers (with their titles), and leave a place for approval date(s) on the cover page (in addition to other information usually on the cover page). The **student should also email this information** (except approval dates) to the school's Graduate Program Director before finishing the thesis. Students will add approval dates to the final copy.

- 4) Following approvals of the master's thesis final version, students will **email Ben Ide** (bide@hartford.edu) **a PDF copy of the document**, including the cover page as part of the document. Ben Ide may ask students to fill out an additional form.
- 5) The school's Graduate Program Director **will email** both Ben Ide (bide@hartford.edu) and T. Clark Saunders (clsaunder@hartford.edu) verification of completion **after receiving approval statements by email** from everyone who would have signed (advisors, readers, committee members, department chairs, etc.).
 - a. The Graduate Program Director will list the student's name, thesis title, degree, advisor(s), committee member/readers, their titles, and approval dates.
 - b. The student will need to be aware that approvals were received, so they can update their cover page.
 - c. A copy of the email may be placed in the student's digital or physical file by the school. Others in the school may be cc'd as needed.
- 6) Ben Ide will email the school's Graduate Program Director and T. Clark Saunders **confirming receipt of the student's emailed PDF.**

This procedure may be superseded after Spring 2020.