

Steps for Doctoral Dissertation submission to Butler Library

1. Student must successfully present his or her dissertation orally as evidenced by dissertation chair and committee signatures
2. Student must present one electronic copy in .pdf format (including the signature page) to the Technical Services Librarian at Butler Library for electronic submission and registration of the dissertation. Additionally, the student must submit **2** hard copies of his or her dissertation according to departmental specifications to the Technical Services Librarian at Butler Library.
3. The Technical Services Librarian will notify the Dean of Library Services that both the electronic and hard copy has been received. The Dean will then notify the School of Education, and at that time the degree will be posted. The library **must** receive both the electronic and paper copies of the dissertation before the degree will be posted
4. One bound hard copy will be returned to the student and one bound hard copy will be cataloged and placed on the shelf at Butler Library.
5. If the student would like additional hard copies, they will be billed for each additional copy.

Steps for submission of Theses to Butler Library

1. Student must successfully complete the degree requirements as defined by their respective department.
2. Student must present one electronic copy in .pdf format (including the signature page) to the Technical Services Librarian at Butler Library in order that the University retain an archived copy. Additionally, the student must submit **2** hard copies of his or her thesis to departmental specifications to the Technical Services Librarian at Butler Library.
3. The Technical Services Librarian will notify the Dean of Library Services that both the electronic and hard copy has been received. The Dean will then notify the appropriate department that the above steps have been taken, and at that time the degree will be posted. The library **must** receive both the electronic and paper copies of the thesis before the degree will be posted
4. One bound hard copy will be returned to the student and one bound hard copy will be cataloged and placed on the shelf at Butler Library.
5. If the student would like additional hard copies, they will be billed for each additional copy.