

FINAL DISSERTATION/THESIS ACCEPTANCE CHECKLIST

Conformance and completeness checklist for ALL dissertations/thesis:

- Title of document must agree with abstract title
- First, middle, last name on title page must be identical to abstract page and must agree with WSU transcript
- Signature page is page number "ii"
- Entire document is double spaced
- Page numbers must be in the same location *throughout entire document*
- Degree title and degree granting agency must conform with Grad School announcement
- Degree month and year on title page and abstract must agree with Grad School announcement
- Signatures on signature page must agree with members on Grad School record
- Degree abbreviation appears after name on abstract

If submitting digitally, you must submit:

- One set of the title page, abstract and original signature page; all on 100% cotton paper

--OR -- If submitting manually, you must submit:

- Two copies of dissertation/thesis: At least one of these copies must be on 100% cotton paper. Each copy must be boxed separately. On the top of each box, tape an extra copy of the title page with the notation "100%" or "Copy" in the upper right hand corner.
- Signatures on *both* copies must be original, *black ink* signatures.

All students must also submit:

- Copyright Acknowledgement/Hold Harmless Agreement (lower portion of this form)
- Receipt(s) for graduation fee; microfilming fee(doctoral candidates only); and copyright fee (optional and available for doctoral candidates only)
- Letters from publishers granting permission if you used copyright material
- Approval for use of human subjects or animals in research

Doctoral students must also submit:

- Completed and signed Dissertation Agreement form (available in the pamphlet "Publishing Your Dissertation"). Please be sure to sign in appropriate spaces. Attach one copy of your Title page and one copy of Abstract
- Completed and signed "Survey of Earned Doctorates" form

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Except as provided below, I _____, I.D. No. _____, hereby certify that when my dissertation/thesis entitled _____

_____ is published, it will not violate any copyright or right of others, and that I will save and hold harmless Washington State University and University Microfilms from any damages.

Signature of Candidate _____ Witness (Must be faculty or permanent staff at WSU) _____ Date _____

Email _____

Final acceptance of dissertation/thesis _____ by _____
Date Signature of Thesis Acceptance Clerk

Digital: _____ or Manual: _____