

Submission

- Signatures in black ink must be obtained from every member of the dissertation committee on Form D-3. The signed form may need to be scanned for inclusion in the dissertation for electronic transmission and storage.
- One copy of the final dissertation on any type of paper is first submitted to the Office for Academic Affairs for review of the quality of scholarship, format, and style. Submit this material in a paper box with a large paper clamp securing the pages. The student must adhere to the timetable deadline for dissertation/thesis/ clinical project approval. Students who do not meet the deadline will need to enroll in one more semester to graduate.
- After the final dissertation is approved by the Office for Academic Affairs (OAA), the student must submit several items to the OAA no later than the last day of the semester. Again, this deadline must be met to graduate; otherwise, the student will need to enroll for an additional semester. Note that prices are subject to change. Therefore, confirm prices with the OAA during the semester in which the dissertation is submitted. The following process must be completed with the OAA:
 - a. The original copy previously reviewed by OAA, with all markers in place, is to be reviewed again for the corrections required.
 - b. When the Office for Academic Affairs notifies the student that the dissertation meets the standards of scholarship and these Guidelines, the student submits a complete copy to the bindery. Confirm the bindery with the Office for Academic Affairs during the semester in which the dissertation is to be submitted. Dissertations are submitted to the bindery on-line.

Forms and letters to be included in the bound copy may need to be scanned into an electronic file. Instructions for submitting the documents are obtained from the bindery. Students should request that the bindery ship at least two copies of the dissertation directly to the Center for Education and Information Resources at the School of Nursing address: one copy will be archived at the School of Nursing and one copy will be archived at the Texas Medical Center Library.

- c. It is common practice to provide a bound copy of the dissertation to the Dissertation Chair. Additional bound copies can be ordered at the same time, if desired.
- d. A cashier's check or money order payable to University Microfilm Inc. is required to cover the UMI publication fee; the amount of the check will be more if copyright registration through UMI is requested
- e. UMI author agreement forms must be completed.