Electronic Thesis Submission Procedure

In order for graduate students to have their theses submitted, copied and bound, they go must through Trisha Southergill, Grant Support and E-Thesis Manager (psouthergill@mtech.edu; MUS 306; x4727).

The following steps will ensure that Graduate Students successfully finish all thesis requirements for graduation within all required deadlines.

1. Write the thesis using **thesis template** found on the grad school website (http://mtctswwtst.butte.campus/academics/gradschool/admitted-students/forms.htm)
2. Check the thesis formatting
   a. Meet with Trisha Southergill to check on format and electronic thesis requirements prior to defense
3. Defend the thesis
   a. Have committee sign off on **Signature Page**
4. Finish the thesis
   a. Make all changes required by committee
   b. Make all changes required by Trisha Southergill
5. Complete the **Graduate School Forms** with all required signatures
   a. **Thesis Signature Page Form**
   b. **E-Thesis Authorization Form**
   c. **Grad School Check-out Form**
   d. **Graduate Student Product Publication Agreement**
6. Send all required information to Trisha Southergill (psouthergill@mtech.edu or MUS 306)
   a. Digital copy of the thesis in MS Word format
   b. Completed **Graduate School Forms**
   c. Supplemental materials in digital format (if applicable)
7. A final review will be performed before PDF conversion and upload to the E-Thesis Website.
8. Copies of Thesis will be ordered per E-Thesis Authorization Form
   a. Binding/copy fees charged using Montana Tech ProCard
      i. Department pays for one or more copies of bound thesis
      ii. Grad Student pays for any additional personal copies with check made out to ‘Montana Tech’
   b. Bound copies mailed to Tech within 4-6 weeks
   c. Make sure and leave a contact mailing address with Trisha Southergill

If you have questions or concerns regarding this process please contact:
Trisha Southergill, MUS 306, 496-4727, psouthergill@mtech.edu