

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 211; 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 211)
 - 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