

Electronic Thesis/Dissertations Submission Process

Visit the Provost's website for the format guide and templates. Candidates must adhere to the following procedures to submit a thesis or dissertation electronically:

1. Upon successful defense of the dissertation, obtain the requisite signatures of all committee members and relevant administrators on the Approval Page of the dissertation/thesis.
2. Once your committee has determined that your document is in its final form and consistent with the Format Guide, prepare and convert the document to a PDF. The unsigned Approvals page should be included in the document. Please note that the PDF conversion may be achieved on the ProQuest Administrative site. When preparing your PDF, be sure to do the following:
 - Embed all fonts
 - Ensure there is no password protection on the PDF
 - Ensure that security settings allow printing
 - Format as individual, single pages
3. Go to www.etsadmin.com/mercer to complete the submission process. Give attention to all required information and permissions. By submitting the dissertation online there is no publishing fee; however, if you chose to register a copyright, the fee is \$55 and is payable at the time of submission. If you want to order bound (paper) copies of your document or if your school requires the submission of copies, you should purchase the copies through ProQuest.
4. In addition to the thesis/dissertation, upload the signed Approvals Page as a supplemental file with the description labeled Approvals Page. Please note that the signed Approvals page will not appear in the published document for the protection of the committee members.
5. Submit a hard copy of the following:
 - Mercer University Electronic Thesis/Dissertation Submission Form (next page)
 - From the thesis/dissertation
 - Title Page
 - Signed Approvals page
 - Abstract

Mail to: Dean of Graduate Studies, Office of the Provost, Godsey Administration Building, Room 307, Mercer University Macon Campus or electronically to snow_la@mercer.edu.

6. A representative in your school will receive notice of the submission from the ETD Administrator and will review the document to ensure the document is complete and meets formatting guidelines. You may be asked to make appropriate formatting changes and reload your corrected document as part of this review.
7. Once your school approves your document, the Dean of Graduate studies will provide a final review of your document. You will receive an email notification of approval or additional revision requirements two to three weeks after the official submission deadline.



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Mercer University Electronic Thesis/Dissertation Submission Form

Name Student ID Date

Submission Type: Thesis Dissertation

Publication Status: Available for immediate publication Embargoed for ___ years

Submission due date: Nov. 1 Apr. 1 Jul. 1

College/School:

Business	Education	Engineering	Health Professions
Law	Liberal Arts & Sci	Medicine	Music
Nursing	Prof. Advancement	Pharmacy	Theology

Campus Location:

Macon	Atlanta	Savannah	Columbus
Henry County	Douglas County	Other	

Department/Program

Degree

Program Director

Committee Chair

Title of Thesis/Dissertation

Attachments:

Title Page

Abstract

Signed Approvals Page