For formatting rules refer to:
- Thesis Writer’s Guide
- Sample Thesis
- The Writing Center offers assistance with writing and formatting
- Student Services staff with the Office of Graduate Studies can answer formatting questions & review your thesis

OGS will review your formatting within approximately 48 hours of upload (Monday-Friday)
- Check email daily (or more) to check for necessary revisions. Make sure to check the personal email you entered in ProQuest
- Correct all necessary revisions promptly (corrections are not optional)
- Revision emails will be sent from a ProQuest email address
- Follow directions in email to submit revisions
- All students who upload by the deadline will be guaranteed 2 format reviews.
- If formatting is not approved by deadline, then:
  - Graduation will be delayed and/or dissertation will not be published.
  - You will need to register for the next semester.

OGS recommends that you upload by the deadline to allow time to make all the necessary corrections.

Complete Check-out Card, which includes your Statement of Work Completion
- Send completed card to your department
- Office of Graduate Studies (OGS) prints checkout cards after students have applied to graduate in Trailhead.

OGS forms to bring to defense:
- Submittal Page - signed by advisor, co-advisor (if applicable) and department head
  - Submittal Page cannot be signed until all content revisions are complete.
- Checkout Card (includes your Statement of Work Completion) - signed by entire committee & department head.
  - OGS prints checkout cards after students have applied to graduate in Trailhead.

OGS recommends that you defend at least one week prior to the upload deadline to allow time to make all the necessary corrections.

If you need to upload supplemental files, make sure to allow sufficient time to upload all the files.

- The upload deadline means that you have missed the deadline.

- Graduation will be delayed and/or dissertation will not be published.

- All students who upload by the deadline will be guaranteed 2 format reviews.
- OGS will review your formatting within approximately 48 hours of upload (Monday-Friday)
- Check email daily (or more) to check for necessary revisions. Make sure to check the personal email you entered in ProQuest
- Correct all necessary revisions promptly (corrections are not optional)
- Revision emails will be sent from a ProQuest email address
- Follow directions in email to submit revisions
- All students who upload by the deadline will be guaranteed 2 format reviews.
  - In the event a student does not make the necessary revisions and requires OGS to review the thesis a 3rd or 4th time, the student may not have the thesis approved by the check-out deadline.
  - If the thesis is not approved by the check-out deadline, the student will not be able to check-out.

- Once formatting has been approved, you will get an email from ProQuest & you may check-out
- Formatting must be approved by check-out deadline
  - If formatting is not approved by deadline, then:
    - Graduation will be delayed and/or dissertation will not be published.
    - You will need to register for the next semester