

Graduate Thesis/Project Submission Checklist

PDF file of the Thesis/Project

Cover Sheet with department required signatures (i.e. author(s), program director, faculty advisor, committee chair, committee members)

Semester the Thesis/Project is being submitted:

Thesis/Project Author(s):

Email Address(s):

Brief One Paragraph Abstract or Summary:

5-7 Keywords describing the Thesis/Project:

Student or Department will email the PDF of the Thesis/Project, the signed coversheet (this may be included in the Thesis/Project PDF, or it can be a separate PDF file), and this filled out submission checklist to Jamie Weeks, University Archivist at jweeks@weber.edu, cc'ing the department committee chair and members.

The Stewart Library Digital Collections department will then process the Thesis/Project and will add it to the University Archives' Digital Collection, making it available online. Once the process is completed, the author(s) of the Project/Thesis will receive an email with a link to their work.