GUIDELINES FOR THE GRADUATE PROGRAM
MASTER OF SCIENCE IN GEOLOGY-Thesis Option
EAST CAROLINA UNIVERSITY

INTRODUCTION

This document will serve as a guide to department policies governing graduate study. In keeping with its purpose, the guide deals largely with mechanical requirements: who, what, where, when, how, etc. However, this should not be taken as evidence that graduate study consists solely of meeting a series of deadlines, the last of which is recognized by the award of a degree. Although attainment of specific goals at appropriate times is an important element in the development of a productive scientist, it does not define the educational process.

In the evolution of a scholar, there is a transition from the stage of building a foundation to that of extending knowledge through research. The transition, a function more of development than of time, should be accomplished as early as possible in the scholar's career. It is marked, in part, by a change in attitude from acceptance to questioning of scholarly authority, and from a dependent to an independent approach to the educational process. Ultimately, this change requires development of an individual's intellectual curiosity. The degree to which one possesses and exercises intellectual curiosity determines success as a scholar. In the transition to scholar, a student develops independence, intellectual curiosity, and self-discipline. The Faculty of this department hopes this is the experience you find here.

The present trend in the Graduate School is toward the establishment of a framework within which individual departments of the University can build their programs -- a framework sufficiently rigid to ensure uniformly high standards throughout the University, but flexible enough to provide departments the freedom to adjust programs to provide students with the best possible education. Because of this Graduate School policy, the Graduate School catalog cannot stand alone as a guide for graduate students, and it becomes necessary for individual departments to introduce students to the ground rules by which their department operates. Inasmuch as the needs of our science are ever changing, so will be the Department's requirements and regulations. When changes are made, new requirements will be passed on to you as soon as approved by the Faculty of this department.

Graduate students are expected to be active participants in the activities of the Department of Geological Sciences. This includes, but is not limited to, attending all departmental

seminars and thesis defenses, participating in departmental field trips, helping with departmental fund-raising and outreach activities, such as the mineral sale and presentations to public school children, etc. Lack of participation in these activities will be viewed unfavorably by the faculty.

In addition to those outlined in the section below, the responsibilities of the graduate student include:

1. keeping the degree progress checklist updated, especially before each pre-registration conference with the Graduate Program Director,
2. attending training sessions held for new GEOL 1501 Teaching Assistants and checking at least weekly with faculty to whom they are assigned as research or teaching assistants,
3. completing required training sessions on Laboratory Safety, Van Safety, Boating Safety, etc.,
4. providing the Graduate Program Director with written documentation of the completion of make-up work assigned due to inadequate performance on the comprehensive examination,
5. providing the Graduate Program Director with written documentation of assignments to be made-up as a result of taking a grade of Incomplete in a graduate course,
6. actively pursuing steps necessary to ensure granting of in-state residence status after the first year (this applies to out-of-state students only), and
7. seeing that all requirements of the Department are met in the correct sequence. (This means checking you Degree Progress Checklist **frequently every semester** to ensure you are completing all requirements in a timely fashion.)

Graduate students encountering problems with their instructors or thesis committees are encouraged to first attempt to work out these issues directly with the faculty member(s) in question. If the problem is not resolved to their satisfaction, they can discuss it with the Graduate Program Director and ultimately with the Department Chair.

BACKGROUND IN GEOLOGY

Normally, a student entering graduate school with an undergraduate degree in Geology would have formal course work in physical geology, historical geology, mineralogy, petrology, field methods, structure, paleontology, sedimentology, and stratigraphy, as well as a traditional field course.

While the Department of Geological Sciences encourages students with diverse backgrounds to enter our graduate program, we realize that a Master’s degree in Geology must signify a

certain depth of geological knowledge. For this reason, graduate students should be able to demonstrate capability in much of the program listed above. Such demonstration may be evidenced by: 1) taking formal courses; 2) passing a test in one or more of the above subjects; or 3) petitioning the faculty for substitution based on experience, other education, or a specific plan of education that the student believes is a worthy alternative to the above formal background.

COURSES IN MATHEMATICS AND SCIENCES OTHER THAN GEOLOGY

Courses in disciplines other than geology are usually important to a professional geologist. For that reason, study for a master's degree will likely necessitate course work in mathematics and other sciences. Selection of such courses depends on the student's chosen area of specialization. For example, a student who wishes to emphasize paleoecology should certainly expect course work in biology and perhaps statistics.

Until the student has arranged for a major professor, the Graduate Program Director will oversee courses in the cognate mathematics and sciences based upon the student's interests and background, and upon the opinions of the individual faculty member most likely to be in the student's area of future specialization.

After the student has obtained a major professor, courses in the cognate sciences and mathematics may be assigned by the major professor following consultation with the student.

COMPREHENSIVE EVALUATIONS

Many types of evaluation go into a decision by the Department to award a Master's degree signifying an advanced level of professionalism. Some evaluations are straightforward (e.g., course work and other examinations). Other evaluations, such as attitude, scholarly growth, or accepting responsibility to the science, are more subjective. All types of evaluations are important and should be continuous throughout the student's tenure within the Department.

The Department of Geological Sciences is required by the Graduate School to give a comprehensive examination. A written examination will be administered to new students in their first semester to determine if there are significant weaknesses in their geological background. This will be a common examination and all eligible students will take it at the same time. The examination will cover basic material from the courses listed above in the section entitled Background in Geology. Should a student demonstrate a serious weakness in any area, three

options are available: 1) completion of a specific assignment to strengthen the student's background in that area, 2) taking a course in that subject, or 3) auditing a course in the subject.

CHOOSING A MAJOR PROFESSOR AND THESIS TOPIC

By the end of the first semester or the beginning of the second semester, the student should select a major professor and thesis topic. The topic should be selected based on advice of the major professor and should be: 1) original, 2) of interest to the student, 3) of sufficient scope, 4) feasible, and 5) within the specialty of one or more faculty members.

CHOOSING A THESIS COMMITTEE

The thesis committee is selected by the major professor based upon consultation with the student and consideration of the topic. The committee will consist of the major professor and two other faculty members of the Department of Geological Sciences who have agreed to serve. The major professor shall also select one additional member of the committee from qualified faculty or professionals of another department, institute, school, or agency from either within or outside ECU.

When the committee has been selected and its members have agreed to serve, the student should notify the Graduate Program Director. Should any member of the committee disagree with the student's program, he/she may resign from the committee.

THESIS PROPOSAL

When a topic has been chosen, an important responsibility of the student is to prepare a proposal. This must be done before completing a significant portion of the data collection. The length of the proposal is up to the major professor in consultation with the student. There is no rigid format, but certain items should be included in all proposals:

1) Tentative title. This should state clearly the nature of the proposed research, but should be as brief as possible.
2) Objectives. Make a clear, concise statement of the main goals of the proposed research.
3) Significance. The proposal should state clearly but briefly why the research is to be done and how it is to be done, and should indicate that an attempt will be made to explain results in terms of fundamentals. If the proposed research is only a part of a larger project being sponsored and directed by others, the

student should clearly state his/her responsibilities in planning and carrying out the research proposed.

4) Previous Work (or Background). Present the status of the question. Clearly and specifically review the nature of the problem. The proposal should be sufficiently well documented with citations from pertinent literature to assure the faculty that the student is aware of the work of other investigators in the proposed area and related fields. The references should be cited in a form consistent with that in a respected journal in the student's area of interest. The review should provide sufficient data to be used in evaluating the proposed research.
5) Methodology. State the nature of the contribution and the sequence of steps to be taken. The statement should indicate that the broad nature of the procedure has been thought out carefully. State the nature of the data sought and the procedure to be employed, whether field, experimental, statistical, or calculative.
6) Research Schedule. Briefly estimate, in list form, the time frame for each of the major steps in the project (include all field and lab work, as well as writing of the final document).
7) References Cited. Document all references cited in the text. Use a form consistent with that in a respected journal in the student's area of interest.

The Faculty recognizes that some potential projects must be evaluated after a certain amount of investigation. This may be required because of the nature of the problem or the funding situation. In such cases, it is the responsibility of both the major professor and the student to see that the proposal is submitted as early as possible in the student's program. Under no circumstances should the proposal be prepared after significant data collection and analysis. This would thwart the purpose of the proposal.

Once the thesis proposal is completed, the student defends it before the committee. This defense is an informal meeting. It does not require more than overheads for figures or extensive preparation by the student (except, of course, that already done to complete the written proposal). The student should, however, be familiar with the background research related to the thesis topic and the methods they propose to employ for data collection and data analysis. Students entering in the Fall semester must defend their thesis proposals before they will be eligible for the Summer Research Stipend.

PROCEDURES FOR REVIEW AND DEFENSE OF THE THESIS

All students are required to present their thesis research in an oral public defense. The major professor administers the procedures for review and defense of a thesis. When the major professor determines that the document is ready to be defended a time is selected. The procedures used by the committee to review a draft document and to conduct the oral defense are to be set by the major professor after consultation with the committee and the student. Because theses are now submitted in electronic format the student must discuss with the committee how much of the thesis will be put into the Public Domain and how much will be held back pending formal publication of results.

Degree Requirements

A. Course Work

The M.S. degree in Geology (Thesis Option) requires 30 s.h. of course work. A maximum of 6 s.h. may be from outside the department, however, if the thesis advisor recommends it, a student may receive credit for additional work taken outside the department in the form of "Directed Studies" or "Readings". The student must submit a written summary of this work to the thesis advisor. At least 15 s.h. of the required 30 must be at or above the 6000 level. Completion of a 6 s.h. research skills option is required. The research skills option consists of GEOL 6900 and GEOL 7000. In consultation with the faculty adviser, the remainder of the 24 s.h. is chosen from various elective courses. Students are also encouraged to take relevant courses from other departments.

GEOL 5150 The Geologic Component of Environmental Science
GEOL 5300 Geology of Coastal Processes and Environments
GEOL 5350 Marine Geology
GEOL 54005401 Optical Mineralogy
GEOL 5450 Introduction to Aqueous Geochemistry
GEOL 5500, 5510, 5520 Directed Studies in Geology
GEOL 5600, 5601 Economic Geology
GEOL 5700, 5701 Geohydrology of Drainage Basins
GEOL 5710, 5711 Groundwater Hydrology
GEOL 6020, 6021 Magmas and Igneous Rocks
GEOL 6040, 6041 Metamorphic Petrology
GEOL 6200, 6001 Sedimentary Petrology
GEOL 6220, 6221 Carbonate Petrology

GEOL 6250 Stratigraphic Analysis
GEOL 6300, 6301 Sedimentary Environments
GEOL 6310, 6311 Principles of Paleoecology
GEOL 6350 Environmental and Global Change
GEOL 6400, 6401 Geochemistry
GEOL 6500 Tectonics
GEOL 6522, 6523, 6532, 6533 Readings in Selected Geology Topics
GEOL 6550, 6551 Principles of Geophysics
GEOL 6703, 6704, 6713, 6714 Seminar in Geology
GEOL 6900 Preparation of Geological Manuscripts
GEOL 6950 Geological Data Analysis
GEOL 7000 Thesis
GEOL 7001 Thesis: Summer Research
GEOL 7002 Coastal Geoscience
GEOL 7007 Special Topics in Coastal Research and Methodology
GEOL 7008 Directed Studies In Geology
GEOL 7500 Marine Isotope Geochemistry
GEOL 7830 Principles of Biogeochemical Interactions
GEOL 7910 Sediment Transport and Depositional Processes
GEOL 7920, 7921 Advanced Surface Water/Groundwater Hydrology
GEOL 7930 Biogeochemical Processes

B. Structuring of Degree Path

The schedule outlined below may have to be modified for students who enter in the spring semester, get involved in a research project early, or change projects. Circumstances may arise under which students cannot complete requirements as scheduled; however, they are strongly encouraged to follow these steps. **It is the responsibility of the student to keep copies of all paperwork related to completion of the degree requirements outlined below.**

Students accepted for fall enrollment, but planning to work on a research project as a research assistant during the summer before they begin, need to check with the Graduate Program Director to ensure their enrollment and residence status for First and Second Summer Sessions. Such students must be registered for GEOL 7001 (Thesis: Summer Research) for every Summer Session in which they will be receiving a check.

1. New students should obtain a copy of the "Graduate Student Handbook" from the Graduate School.
2. Prior to the beginning of classes during the first semester in residence, students will meet with the Graduate Program Director to select courses for their first term and discuss the removal of undergraduate deficiencies. If students already have a clear idea of the subdiscipline of geology in which

they wish to concentrate, they should also meet with department faculty members concentrating in that subdiscipline before selecting courses.

3. **It is the responsibility of the student** to officially notify the Graduate Program Director **in writing** when deficiencies in their undergraduate program have been successfully eliminated. Ensure that this is recorded by the Graduate Program Director on the permanent record, along with a notation as to what those deficiencies were.
4. Prior to the beginning of classes all students attend a general meeting to become familiar with department/university regulations and receive Graduate Assistant (GA) assignments. GA assignments include teaching, research, and departmental duties and can be granted as full-time (20 hrs/wk), three-quarter-time (15 hrs/wk), half-time (10 hrs/wk), or quarter-time (5 hrs/wk). Students assigned to assist a faculty member for 5 hours/week as part of their GA duties are required to check with this faculty member **immediately** following this meeting to discuss specific schedules and duties. [During the course of the semester if a student discovers that they are having to spend more than 5 hours/week on the duties assigned by their faculty member, they should alert both the faculty member and the Graduate Program Director to this fact.] Students making good progress towards completion of their M.S. degree, and adequately fulfilling other department responsibilities, have historically been granted 4 semesters of GA support. **GA funding beyond that point has never been guaranteed.**
5. At the meeting described above, out-of-state students will be given a list of steps they need to begin taking immediately to be granted in-state residence status before the beginning of their second year of graduate school. All **mandatory** steps to obtain residency should be completed within the first few weeks of residence in Greenville. The residency committee looks favorably on students who are active in Greenville's community (volunteering and membership in local nonprofit organizations is beneficial). New students should talk to former out-of-state students **immediately** to learn about the process. Out-of-state-tuition-waivers (OSTW) **are only granted for one year**.
6. Within the first few days of class, a training session for all teaching assistants (TA) will be held. Graduate Assistants assigned to teach introductory geology labs must attend the scheduled training sessions and follow all the GA and TA guidelines and procedures outlined by the faculty member overseeing the introductory labs, and the Graduate Program Director.

7. Students whose research will require them to drive departmental vehicles or work in laboratories on campus must complete Lab Safety and Van Safety courses before they can drive or do lab work.
8. Near the end of the first two weeks of the fall semester the Graduate School has what they call CENSUS DAY. Students not officially enrolled on that date - ***REGISTERED AND PAID*** **-** will not count toward the formula funding for fall and the Department of Geological Sciences will lose the credit hours for those classes. The Graduate School has become very strict about this of late and will not let you register for any class **after** Census Day.
9. Before Graduate Assistants can receive a paycheck they must sign the GA contract and complete other hiring paperwork drafted by the department's Executive Assistant and the Graduate Program Director.
10. A few days before the beginning of the first semester in residence graduate students will take the comprehensive exam. Poor performance on any part of this exam will result in the student having to retake that portion of the test.
11. After all comprehensive exams have been graded, written results, with the required remediation steps, will be sent to all students. A copy of this letter will be placed in each student's folder. **It is the responsibility of the student** to arrange with the Graduate Program Director to retake portions of the exam they failed (usually within one month after notification of exam results). It is also the students' responsibility to ensure that official passage of the comprehensive exam has been recorded by the Graduate Program Director on their permanent record in the Department of Geological Sciences and in the online Grad Student data base. **Students should keep copies of all important forms, emails, and letters.**
12. During the first half of their first semester students are strongly encouraged by the department faculty to speak with 3-5 faculty members about potential thesis projects. By the time of the first "pre-registration" conference students should be able to assert that they have thoroughly researched potential thesis topics and advisors and are ready to settle on a thesis. The department wishes to emphasize that research advisor and mentor do not have to be the same person. It is an established department policy that students should consult with whomever they wish when they have questions and problems. Students need not feel that their well-being and success is totally dependent on a single faculty member.
13. When deciding on a thesis advisor and project students should ask potential advisors: 1) how much time per week the

student is expected to spend on their research, 2) what the student's research responsibilities are, 3) how often they should meet with their advisor, 4) how the progress of their research will be assessed (i.e., deadlines and measures), 5) at what point the advisor wants to be consulted if the student is having problems, 6) on what principle the advisor allocates credit on joint publications, 7) how much time the advisor has to spend with the student at various stages of their research, 8) whether or not the advisor should be contacted when not on campus, 9) how much time the student should expect to have to wait for feedback on proposals and thesis drafts, and other questions the student might have.

14. By the end of the first semester students should have chosen a thesis advisor and research project. The thesis advisor then becomes the primary advisor taking an active role to insure that his/her students take appropriate courses, fulfill all departmental requirements, and generally progress toward the degree in a timely manner. Thesis advisors have final say over which courses a student is required to take. If the student disagrees with their advisor on this or thesis-related issues, another advisor and project should be chosen.
15. Prior to pre-registration week near the end of each semester, ***ALL*** students are required to meet with the Graduate Program Director. At this meeting the following will be discussed: 1) choice of courses for the following semester, 2) grades earned in courses completed during previous semester, 3) progress towards completion of comps make-up assignments, 4) choice of thesis committee and project, 5) progress towards defending thesis proposal, 6) progress of student's research, etc. These pre-registration meetings are required each semester the student is in residence, regardless of whether or not the student is still taking courses. Students who have already chosen a thesis advisor will be required to document that they have spoken with their advisor, before registering for classes. Students who have not chosen a thesis advisor by the end of their first semester will be advised by the Graduate Program Director about which courses to take during their second term. **Students must bring their updated "MS Progress Checklist" to these meetings**.
16. Whenever a student receives a grade of "I" in a graduate course they must immediately put in writing what will be required to remove the grade of incomplete, using the form supplied by the Graduate Program Director. The instructor must sign the form and it must be placed in the student's file.
17. During the first spring semester in residence, students should take the course in Preparation of Geologic Manuscripts.

18. Returning students receiving assistantship funds during either first or second Summer Session must be pre-registered for the fall semester in order to be issued a check.
19. **Well before** the end of the spring semester out-of-state students must request the Graduate Program Director to apply for a summer out-of-state-tuition-waiver (OSTW) for them, if they intend to take courses during the summer.
20. At the end of each semester, graduate students requesting a GA for the following semester must submit a GA application to the Graduate Program Director. Before leaving for each semester break, out-of-state students should check with the Graduate Program Director to insure that information about their OSTW status has been entered into the university system.
21. During the second semester in residence (or earlier), students should begin preparing a thesis proposal and choose a thesis committee so the thesis proposal can be completed **before** significant amounts of data have been collected. Early submission of a thesis proposal formalizes the work that will be required in order to complete the thesis project.
22. Upon completion of the **FIRST DRAFT** of the thesis proposal the student will submit a copy of this first draft to the Graduate Program Director, **at the same time** they submit it to their major advisor.
23. After the thesis advisor and committee have read the thesis proposal, the student will schedule a date to defend the proposal before the committee. This is an informal meeting, which does not require more than overheads for figures. However, the student should be familiar with the background research related to the topic and the methods to be employed for data collection and data analysis. Students should be prepared to answer questions about their research. The proposal defense will encourage the student, thesis advisor, and committee to consider carefully the manageability and scope of the project at an early date. After a successful defense of the proposal, the student is required to notify the Graduate Program Director of the date of that defense and to provide a copy of the final thesis proposal to be placed in their file. Students beginning graduate school in the fall semester must defend their thesis proposals during the following spring semester, before they can be eligible to receive a summer research stipend. Students beginning in the spring semester must defend their thesis proposals before the end of their second spring semester, before they can be eligible to receive a second summer stipend.
24. The first two semesters should be devoted to completing the majority of graduate course work so students should expect to take at least 9 credits of courses each term.

25. During the spring semester, students may submit a written application for a summer research stipend to the Graduate Program Director. For students who entered during the previous fall semester, their application consists of their successfully-defended and signed thesis proposal. Students who enter during the spring semester must be demonstrating satisfactory progress towards completion of their degree and must have outlined a clear plan for deciding on and beginning a thesis project over the course of the summer. In order to apply for these stipends the student must submit a detailed work plan for summer research. The funds will be awarded competitively based upon course record and definition of a thesis advisor and topic. The student must also be pre-registered for the fall semester to be eligible for these funds. The deadline for applying for these funds will be determined by the Graduate Program Director.
26. No student will be granted a summer research stipend until they have completed all make-up assignments resulting from their comprehensive examination.
27. At the end of their second semester in residence, out-of-state students should apply for in-state residence with the Asst. Dean Patterson in the Graduate School. It is a good idea to speak with Dr. Patterson earlier in that semester to insure the right steps are being taking to qualify for in-state status.
28. **Before beginning thesis or dissertation research, every student must submit the "Pre-thesis or -dissertation Research approval Form" to the graduate director**, who will deliver it to the Graduate School.
29. By the end of their first summer in residence, students should complete the collection of most of their thesis data.
30. Following completion of all other course work students will register for Thesis (GEOL 7000) every semester they are in residence completing their thesis project. If they desire to take a leave of absence before completing their degree, they must withdraw from school for the time period during which they will not be using any university resources.
31. The appropriate length of a thesis document is determined by the thesis advisor, thesis committee, and student. A project that can be completed and defended by the end of the 4th, or at most 5th, semester is ideal.
32. Before writing any portion of the thesis students should carefully review the "Manual of Basic Requirements for Theses and Dissertations" on the Graduate School website: http://www.ecu.edu/cs-acad/gradschool/The-Electronic-Submission-Process.cfm

33. Students should apply for graduation at the beginning of the semester in which they expect to complete their degree requirements. Remember that on this application, the student's name should appear as desired on the diploma. The cost of this is included in the semester fees. If the student does not complete degree requirements during this semester, they must insure the Graduate Program Director submits their name to the Registrar for graduation when they do finish. **A student must be registered during the semester in which they graduate.**

34. Early during the semester of graduation, the student, in consultation with their advisor, must clean-up all equipment, supplies, and samples used during pursuit of their research. The thesis advisor and Department Technician will then sign a form (Closeout of Research Space) acknowledging that this task has been completed. Submission of this to the Graduate Program Director will initiate completion of the "Graduate Student Graduation Summary", **without which a student cannot graduate**.

35. If the student has accumulated any courses above and beyond those required for graduation the Graduate Program Director should be informed that those "extra" courses should be designated as "not applying to the present degree (NA)" on the Graduate Student Graduation Summary. This will allow the student to use those "extra" courses towards another degree the student may want to pursue at some point. If the student already has another degree in mind, she/he should choose the courses to be designated as NA based on which are most likely to apply to the future degree.

36. Any student who took GEOL 7001 during the summer must check with the Graduate Program Director to ensure they have been assigned a grade for that course. A student cannot graduate with an "I" on their record.

37. Any student, who took courses in another graduate program or as a non-degree-seeking student at ECU, must ensure these courses are properly credited to them on the "Graduate Student Graduation Summary".

38. During the semester of graduation, the student must retake portions of the Comprehensive Exam, because Geology uses this as part of our assessment process.

39. During the semester of graduation, the student must complete the "Graduate Student Exit Survey" on ONESTOP. The Grad School will not sign off on your final graduation paperwork until you have completed this survey.

40. **It is the student's responsibility** to check with the Graduate Program Director to ensure that the Graduation Summary has been submitted. The deadline for this is usually about 1½ months prior to the end of the semester.

Once a satisfactory first draft of the thesis has been approved by the thesis advisor, the student should take a copy to the Associate Dean of the Graduate School to determine if the document contains major problems that would cause the Graduate School to reject it.

41. In preparation of your thesis, you should consult with your committee chair and committee members to determine the department's preferred manual of style. You should also follow the formatting guidelines of the Graduate School found in ECU's *Manual of Basic Requirements for Theses and Dissertations.* As of Spring, 2010 all ECU theses will be published electronically. You must familiarize yourself with the requirements and steps for electronic submission early in the process of preparing your thesis document. The steps outlined below give you a general idea of the process but make sure to consult the website early and often and carefully follow the detailed instructions found there. Information about the requirements and process can be accessed at the following website: **http://www.ecu.edu/cs-acad/gradschool/The-Electronic-Submission-Process.cfm**
42. When the thesis committee has read and approved a defensible draft of the thesis, a thesis defense date should be set. Allow at least two weeks prior to the agreed date for adequate publication of the defense date in order to insure good attendance by geology faculty, graduate students, and people from other campus departments.
43. By the day of the defense the student and committee must designate how much of the thesis document will be published electronically and how much will be reserved because of the intention to publish the results in the geological literature. The entire thesis committee and the department chair must sign off on the final document.
44. After you have successfully defended your thesis and made the changes recommended by your committee, obtain the committee signatures on the signature page and complete the **ECU ETD Non-Exclusive Distribution Agreement.** (**http://www.ecu.edu/cs-acad/gradschool/upload/NON-EXCLUSIVE-DISTRIBUTION-LICENSE-10-30-09rev.pdf**). These forms bearing original signatures must be delivered to the Graduate School separately.
45. Deliver required originals of signature page and the ECU ETD Non-Exclusive Distribution Agreement bearing original signatures to the Graduate School, Room 105 Ragsdale. The signed originals are required to be on file in the Graduate School before your thesis will be submitted to ProQuest.
46. Convert the final, approved draft of your thesis to a pdf file and save it. All manuscripts must be submitted as PDF files and it is the student's responsibility to ensure that the PDF file is an accurate representation of their original

manuscript. **Do not destroy the original file from which you created the PDF file. You may need this version for subsequent revisions.**

47. Please note that there is a deadline for submission of the final copy to the Graduate School. Please see the University Academic Calendar at **http://www.ecu.edu/registrar** for the final deadline for the term in which you wish to graduate.
48. To submit your thesis electronically, go to the following web address: **http://dissertations.umi.com/ecu** Before you begin, be sure you have the following: Title of your thesis, abstract in a separate text file, full text of the thesis in PDF format, optional supplementary files (images, sound, etc.), committee chair's name, subject category, and keywords.
49. You will be presented with a Publishing Agreement during the submission process. No actual signature is needed but you must accept the online agreement in lieu of signing, in order to continue. Prior to this step take a few moments to familiarize yourself with the text of the ProQuest/UMI Publishing Agreement.
50. Do not submit signed Title Page and the ECU Non-Exclusive Distribution Agreement Form to the site. Please use unsigned Title & signature pages for the electronic submission. The signed Title pages should be delivered to the Graduate School Thesis/Dissertation Editor in 105 Ragsdale.
51. During the submission process, you may order printed copies from UMI Dissertations Publishing. This can be done online with a credit card. Consult with your committee to ascertain how many copies they will require. Although submissions are published in color electronically, the printed and bound copies you receive will be printed in Black and White only. You need not order your bound copies from ProQuest. You have the option of using other vendors.
52. A designated graduate school staff person is notified immediately when a new submission arrives. You will receive an email from the Graduate School confirming receipt of your ETD and informing you that your ETD has been successfully uploaded.
53. After the review by the Graduate School thesis/dissertation editor, you will receive an email indicating any necessary formatting corrections. Make the corrections in your original Word documents, save again and convert to a PDF. Email notices from ECU's ETD Site Administrator are delivered to whatever author email address you entered at the time of your submission.
54. Submit the revised PDF file. Remember: Do not submit the signed Title/Signature page, the ECU Non-Exclusive distribution Agreement, copyright permission letters and third

party software licenses. Please use an unsigned Title/Signature page for the electronic submission and deliver paper copies of these pages to the Graduate School in 105 Ragsdale if you have not already done so.

55. You will be notified by the Graduate School via email upon final approval of your ETD document. The approved document is designated on the Administrator Site as the official copy to be submitted to Proquest. Once the Graduate School accepts/approves the final document, your account will be locked, and no revisions or resubmissions are allowed. Your final document will be submitted to Proquest and the ECU Institutional Repository once approved if all required paper documents (signature page, ECU Non-Exclusive Distribution Agreement, copies of permissions to use copyrighted material and third party software licenses) are on file in the Graduate School and you have been cleared for graduation by the Registrar's Office.

56. **Students are responsible for keeping all graduate school and department deadlines** for thesis submittal, obtaining approval from the major professor and thesis committee for the time and place of the proposal presentation and the defense, and working with the thesis committee in regards to timing of the editing process. All students should assume that the committee will want to read the thesis draft multiple times and that each reading may take several weeks. Don't wait until the last minute!