



## OUHSC ProQuest ETD Administrator

### MEMORANDUM

Dear University of Oklahoma Health Sciences Center Expected Graduates,

You are near completion of your graduate degree and are ready to submit a reading copy to the Graduate College, schedule your master's thesis/doctoral dissertation defense and submit final copies. Congratulations in reaching this point in your graduate studies!

Your next few steps have been automated so that you will upload the reading copy, the associated documents listed below for your defense and deposit the final copies using the [OUHSC ProQuest ETD Administrator](#). You will be able to update all files that are uploaded prior to the final submission to ProQuest.

#### DOCTORAL STUDENT FORMS REQUIRED

- Reading/Final copies
- Committee Approval of Doctoral Dissertation Date
- Doctoral Defense Photograph
- Doctoral Dissertation Defense Announcement & Abstract
- OUHSC Permission to Use Published Material in Dissertation/Thesis
- Talent Release

#### MASTERS THESIS STUDENT FORMS REQUIRED

- Reading/Final copies
- Request for Master Thesis Defense
- OUHSC Permission to Use Published Material in Dissertation/Thesis
- Talent Release

Once you have submitted the reading copy of your thesis/dissertation it will be routed to an ETD administrator in the Graduate College for review. You will receive an email notification regarding the status of your submission during this process. After your defense you will replace the reading copy with the final copy. Once this is approved by the Graduate College it is routed to the OUHSC University Library Repository and the ProQuest database simultaneously.

**Note:** The Robert M. Bird Library will continue to bind personal hard copies of the thesis/dissertation at the current cost of \$12 each. (You must provide the hard copies to be bound.) You will need to complete the Dissertation–Thesis Checklist Library Receipt. The paper should be white however the weight of the paper does not matter. If you prefer to purchase bound copies using the printing services through ProQuest ETD you will complete the payment process in the initial process.

If you have questions regarding this process, please contact the Graduate College Office at 405.271.2085 or via email at [gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu).

Best wishes and congratulations on your upcoming educational accomplishment.

Respectfully,

H. Anne Pereira, Ph.D.  
Dean, Graduate College  
Professor of Pharmaceutical Sciences &  
Associate Dean for Research College of Pharmacy  
University of Oklahoma Health Sciences Center  
Robert M. Bird Health Sciences Library, Room 258  
1105 N. Stonewall  
Oklahoma City, Oklahoma 73117