Quick Steps for Electronic Dissertation Deposit

http://libguides.gc.cuny.edu/dissertations

Step 1: Intent to Deposit

This will notify various offices at the Graduate Center, including the Library, that you plan to deposit a dissertation, thesis, or capstone project for the next degree date.

Self Service Banner Login
Click "Indicate your intent to deposit" on the Student Services tab.

Step 2: Required Surveys

PhD graduates must complete two surveys in Self-Service Banner under Student Services

- Graduate School Exit Survey
- NSF Survey of Earned Doctorates

Master's graduates welcome to complete; MALS and MES graduates required to complete

- CUNY Graduate Center Exit Questionnaire for Graduating MA Students

Step 3: Upload files

View the step-by-step instructions.

- Upload Instructions for Dissertations, Theses, and Capstone Projects
- CUNY Academic Works
  Dissertations, theses, and capstone projects
  more...less...
Click "Submit Research" from the menu on the left; create an account using your permanent email address (one you will access after graduation) and follow the onscreen instructions.

- ProQuest
  Dissertations
Step 4: Submit Dissertation Approval Page

When you've obtained all required signatures, scan a copy for your records and deliver the signed original Dissertation Approval Page, in hardcopy, to the Dissertation Office (room 2304) on the library's 2nd floor between 9am–5pm. Email deposit@gc.cuny.edu to notify the Dissertation Office (room 2304) that the signed original Dissertation Approval Page is en route. No appointment is necessary.

The Dissertation Approval Page may be printed on standard paper. Please ensure that the approval page includes the title and author of the manuscript; if necessary, a separate title page may be attached.

Graduates will receive notification via email when the deposit is officially completed and accepted by the library.

Interim Dissertation Assistant

Roxanne Shirazi
Room 2304
Graduate Center Library
(212) 817-7069
Deposit@gc.cuny.edu

Detailed Instructions for Electronic Dissertation Deposit

http://libguides.gc.cuny.edu/dissertations
1. Indicate your intent to deposit in Banner.
2. Complete required surveys in Banner.
3. Upload final electronic version to CUNY Academic Works (required for all graduates). Doctoral graduates must also upload the final electronic version to ProQuest ETD, in addition to CUNY Academic Works.
4. Submit the signed original approval page to the library.
5. Graduates will be notified by email when their deposit has been completed and officially accepted by the library.

Items to Consider

- Proof of graduation will be withheld until all holds with University offices are cleared.
• Doctoral graduates in all programs must have a signed Human Participants Clearance Form on file in the Office of Sponsored Research prior to deposit.

• Embargo (delayed release) options determine when a dissertation, thesis, or capstone project will be made publicly available online. Graduates should review these options with a trusted advisor prior to deposit. The initial embargo selection (0–2 years) may be changed at any time after submission, with the option to renew as the embargo nears expiration.

• If you are submitting digital components beyond a PDF (e.g., a website), please review the guidelines for depositing digital work and fill out the digital component submission form.

• Authors retain copyright for all work submitted to CUNY Academic Works and ProQuest. Graduates may elect to assign a Creative Commons license to their work.

Doctoral and Master’s graduates are generally required to produce a dissertation, thesis, or capstone project to be preserved and shared publicly by the Graduate Center Library. A preliminary review meeting prior to deposit is optional. See Format for Deposit guidelines for specifications about layout, file formats, adding supplementary files, pagination, and approval pages.

Indicate your intent to deposit. This should be done at least 2 weeks prior to the deadline to allow sufficient time to complete the deposit. Login to Self Service Banner. From the "Student Services" tab, click "Indicate your intent to deposit" at the bottom of the screen. This will notify various offices at the Graduate Center, including the Library, that you plan to deposit a dissertation, thesis, or capstone project for the next degree date. You will receive a confirmation email with information regarding next steps.

Complete required surveys. Doctoral graduates: 1) Graduate School Exit Survey (in Banner account “Student Services” tab; “Graduate Center Exit Survey and Survey of Earned Doctorates”); 2) NSF Survey of Earned Doctorates (in Banner account “Student Services” tab; “Graduate Center Exit Survey and Survey of Earned Doctorates”). Master’s students complete only the CUNY Graduate Center Exit Questionnaire for Graduating MA Students.

Upload files. View the step-by-step instructions for uploading to CUNY Academic Works (required for all graduates) and ProQuest (required for doctoral dissertations only) and submit the final approved version of the dissertation, thesis, or capstone project. Authors are responsible for the accuracy of deposited work. Final version must be free of typographical errors and correct in every detail of style and format. The Dissertation Office will review and approve submissions and contact students if changes are required.
Submit the signed original Dissertation Approval Page to the library. The printed and signed Dissertation Approval Page must be delivered to the library for authentication and safekeeping. The approval page may be printed on standard paper. Please ensure that the approval page includes the title and author of the manuscript; if necessary, a separate title page may be attached.

Bring the signed original Dissertation Approval Page to the Dissertation Office (room 2304) on the 2nd floor (recommended). Students may send it via post (include delivery confirmation) to:

Attn: Dissertation Office
Library 2nd floor, Room 2304
The Graduate Center, CUNY
365 Fifth Avenue
New York, NY 10016

Email deposit@qc.cuny.edu to notify the Dissertation Office (room 2304) that the signed original Dissertation Approval Page is en route. Students are strongly encouraged to keep a scanned copy for their records. The Dissertation Office will confirm receipt within 1–2 business days. The deposit is not considered complete unless the signed original approval page has been received and processed by the library.

Congratulations! Your deposit is complete and has been accepted by the library. Notification that the library deposit has been completed will be sent via email to the graduating student and to the Registrar's office.