

**PROCEDURES FOR THE
GS30 THESIS/DISSERTATION SUBMISSION FORM**

- A. To find your program code, go to your [RAMweb](#) account and select “My Graduate Degree Plan” under the Graduate Students section. Your program code will be the 6-10 letter code listed under “Programs”.
- B. Make sure the title listed on the form matches exactly the title on your thesis/dissertation submission title page.
- C. All committee members and the department chair must sign the GS30. Majority rules (i.e. if three members of the student’s committee vote to accept the Thesis/dissertation but one member does not approve, the student’s thesis/dissertation will be accepted). If there is a tie between the number of members accepting and not accepting the thesis/dissertation, the document is not accepted. If the document is not accepted, the student will need to make editorial changes before submitting the GS30 to the Graduate School and before submitting the thesis/dissertation to ProQuest/UMI.
- D. If a committee member is unable to sign the GS30, contact the Graduate School for options.
- E. To request an Embargo, fill out the GS31, ETD Embargo Restriction Request Form and submit it with the GS30.
- F. If you are a PHD candidate, please complete the Survey of Earned Doctorates and submit the Certificate of Completion with the GS30.