

# CSSH Thesis and Dissertation Upload to ProQuest Checklist

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## Before Scheduling the Defense

- [Apply to Graduate.](#)
- Review the CSSH [Thesis and Dissertation Formatting Guidelines.](#)
- Review any additional dissertation or thesis guidelines provided by your degree program.
- Register for final term.

## At Least Two Weeks Before the Defense

- PhD Only** [Schedule the defense](#) and notify the doctoral program administrator in your department. The defense must be publicly advertised for at least 2 weeks prior to the scheduled defense.
- Contact [gradcssh@northeastern.edu](mailto:gradcssh@northeastern.edu) to notify them of your defense date and to arrange for a [format review of your manuscript.](#)
- Make edits after the format review, as needed.
- PhD Only** Complete [Survey of Earned Doctorates.](#)

## Day of the Defense

- Bring the prepared Approval Record to the defense.
- Collect committee member signatures. *If revisions are needed, the committee chair or thesis supervisor will sign after reviewing the final version of the manuscript.*

## After the Defense

- Collect Department Chair/School Director signature.
- If revisions are needed, complete revisions and collect the committee chair or thesis supervisor's signature.*
- Send the completed Approval Record to [gradcssh@northeastern.edu](mailto:gradcssh@northeastern.edu). The Graduate Office will provide the link to ProQuest upon receipt of the Approval Record.
- Convert manuscript to PDF.
- Upload manuscript to ProQuest.