

# UNIVERSITY of HOUSTON

## KATHRINE G. McGOVERN COLLEGE OF THE ARTS

### Doctoral Document/Essay and Master's Thesis Submission Procedure

#### MAJOR REVISIONS WERE MADE TO THIS DOCUMENT IN FALL 2019

Upon finishing the final version of your doctoral essay/document or master's thesis, there are several steps that are required before you can consider your degree completed. The steps outlined below should help take some of the mystery out of this process. (In the interest of clarity, the document, essay, or thesis will be collectively referred to as "thesis" throughout the remainder of this discussion.)

1. Obtain approval from your thesis advisor (a.k.a. doctoral or master's committee chair) to begin the final formatting and submission process. This should happen before the thesis defense (if required), as the thesis committee will want to see the fully formatted version of your work.
2. Download the KGMCA Thesis Model from the college website and follow the instructions to format the thesis properly. You may also wish to consult the KGMCA Thesis Page Order Overview.
3. Once you've fully formatted the committee-approved thesis—and **before the last day of classes**—email a PDF of it to the college's thesis coordinator, Dr. Marcus Karl Maroney ([mkmaroney@uh.edu](mailto:mkmaroney@uh.edu)). He will look it over and inform you of any changes that need to be made.
4. Attend your thesis defense (if required) and/or have the members of your committee sign the [Written Thesis/Dissertation \(Doctoral, Masters\) Approval Form](#).
5. Place the signed Approval Form in a folder and submit it to Dr. Maroney in the School of Music. It is recommended that you keep a copy of the form for your records. Once Dr. Maroney has approved the formatting of your thesis, he will send the Approval Form and a PDF of your thesis to the Dean of the Kathrine G. McGovern College of the Arts for their review and signature. Dr. Maroney will arrange for the proper filing of the college's copy of the Approval Form and send you a digital copy for your records. Note that there is no longer a signature page in the actual thesis.
6. Upon approval of your formatting, you must submit an electronic version of your thesis to the university. See the [UH Graduate School Thesis and Dissertation](#) page for instructions. **Do not attempt to submit the thesis before Dr. Maroney has given final approval.**
7. If you choose to get copies of the thesis bound (you are not required to do so for the college or university), print them on 25% cotton bond throughout. Each bound copy needs a blank flyleaf page before and after the thesis (use the same paper as the thesis itself). Students may print the copies on their own or bring a flash drive to the UH Copy Center (located in the Welcome Center) and have them print them. The UH Copy Center will also arrange for the binding. All copying and binding is done at the student's own expense.