

APPENDIX
Comparison of Paper and Web-Based Dissertation Submission Systems
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Submission Process	Current Procedure	Web-Based Submission
Student works with thesis advisor etc.	Varies.	Will not change.
Student pays dissertation fee to cover UMI processing. UMI charges \$65 for processing.	Bursar levies one-time fee as requested by Registrar's Office when student first applies to graduate.	Need not change, but all ProQuest fees could be handled online.
Optional Dissertation Office draft review	Student may provide partial or complete paper copy, via mail or in person. Email attachments are unacceptable as many formatting problems occur when printing.	Dissertation Office staff will view draft as PDF.
Student submits 2 copies of dissertation along with forms etc. to department after thesis advisor/committee approval.	Student provides 2 paper copies (and forms etc.) to department. Department chair reviews and signs Departmental Approval Form.	Student provides department chair with PDF for review, and department chair will indicate approval by signing current Departmental Approval Form.
<p>N.B. regarding the 2 copies and cost of paper:</p> <ul style="list-style-type: none"> • Ream of Permalife approx. \$25 • Ream of U. of C. bond paper approx \$45. 	<p>Student pays for archival paper and high quality printing.</p> <ul style="list-style-type: none"> • 1 paper copy for Library • 1 paper copy for UMI (returned to department after processing) 	<p>Student will not pay for archival paper and high quality printing.</p> <ul style="list-style-type: none"> • Library provides access via <i>ProQuest Dissertations and Theses</i> and archives PDF from UMI • UMI receives PDF only so no paper copy will be returned to department.
Final submission to Dissertation Office	Paper copies and physical copies of accompanying material (including signed and completed Departmental Approval Form) delivered to Dissertation Office.	Student submits PDF and UMI forms on UMI submission site.
Dissertation Office audit	<p>Dissertation Office staff reviews paper copies and all accompanying material.</p> <p>Emails audit results to student and copies department. Phone calls as needed.</p>	<p>Dissertation Office staff will review dissertation on UMI submission site. Email /telephone notification of audit results will be the same.</p>
Dissertation Office staff emails audit results—whether approval or request for reprints of specific pages or entire dissertation and/or requests for missing material. Requests continue until dissertation submission complete and format etc. approved.	<p>If dissertation is not approved, students deliver paper copies of specific pages etc. to Dissertation Office. Complete reprints go through department for another approval before delivery to Dissertation Office with a new Departmental Approval Form.</p>	<p>Instead of delivering reprints by mail or in person, students will post updated PDF on UMI submission site. Revisions should be minimal as paper and printing problems will not occur.</p>

