

# Master's Thesis Submission Guidelines

Master's Theses will be collected electronically for 202-2021/COVID-19 Pandemic

## Paper Submission (Please arrange your submission in the following order)

1. \_\_\_ Title Page
2. \_\_\_ Abstract
3. \_\_\_ Thesis
4. \_\_\_ Release Form
5. \_\_\_ Signature Form\*

## Signature Form

- Top portion completed and signed by you, the student
- E-mails certifying your project is complete and approved from your committee members and graduate director must be sent to the Hannah (hstevens@coa.edu), these will act in place of actual signatures
- Hannah will complete the form and email it to the Registrar

**Title Page** – The title page must have your thesis title, your full name, and your graduation year. You may include other details as your own discretion.

## Submission Instructions

- Save documents as PDF (ideally combined into one PDF). However, it is ok if you have multiple files
- Email PDF(s) to [hstevens@coa.edu](mailto:hstevens@coa.edu)
- Completed **Release Form**
- Include partially completed **Signature Form** (see **Signature Form** directions above)

## In order to receive credit:

You must submit a copy of the completed signature form to the Registrar's Office, and e-mail your description/self-evaluation to registrar@coa.edu. This should consist of two paragraphs, the first should briefly describe your project and the second should be your self-evaluation. The description/self-evaluation is not included in the bound copy for the Archives but is included in your narrative transcript record