**Thesis Submission Form**

**Requirements for Graduate Students**

Graduate students are required to submit both an electronic and unbound paper copy of their final, approved thesis to the University Library for archiving, using this Thesis Submission Form. The paper thesis will be bound and placed in the University Archives. The electronic thesis will be placed in the CSU-Pueblo Digital Repository.

Additional bound print copies may be required by the student’s department or program. Please review with your advisor.

**Submission procedures**

Students should carefully review their thesis for errors, as they will be processed “as received.” Students should prepare:

* An electronic copy of the thesis (PDF or PDF/A format required)
* Printed, unbound copies of the thesis (one copy for the library, plus additional copies for the student’s department/advisor/personal use)
* A check for binding services, made payable to **Houchen Bindery** ($9.25 per copy)
* Completed Thesis Submission Form

Deliver materials in person or electronically to:

Felicia Martinez-Goodwin, LARC 326-A

[felicia.martinez@csupueblo.edu](mailto:felicia.martinez@csupueblo.edu)

*Files may be submitted on USB, CD, or by email.*

**Student Information:**

Date: Term of Graduation:

Name: PID Number:

Department: Degree:

Email: Phone:

**Thesis Information:**

Title:

Keywords:

*See handout on selecting keywords.*

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Please read this entire agreement. It includes important information about what you agree to by submitting your thesis.

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