

## C.T. Bauer College of Business

### Steps in the Submission of Electronic Dissertations

#### Prior to Submitting the Dissertation:

1: Confer with your dissertation committee and set your defense date with two weeks lead time and well before the finals' period of the semester.

2: University policy requires that you use the UH Graduate School Template for the material at the front of your dissertation.

<https://www.uh.edu/graduate-school/academics/thesis/>



UHGS Template  
Front Matter 082019

Be sure to review this material for important information on the format and appearance of this material.

- Note that for the C. T. Bauer College of Business, all doctoral students who complete the degree will receive a **PhD in Business Administration**.

3: Defend the dissertation successfully. If the committee requests corrections, be sure all corrections are made to the document before uploading to the TDL. All signatures must be in black ink.

- Ask your dissertation chair to send an email confirming the successful dissertation defense, [mlraffety@uh.edu](mailto:mlraffety@uh.edu)
- University policy requires that you use this form for the signatures <https://www.uh.edu/graduate-school/academics/thesis/written-thesis-dissertation-approval-form-082019.pdf>



Written  
Thesis-Dissertation /

- Once all the committee members have signed off, arrange to secure the Dean's signature. His signature goes in the box below the dissertation committee.
- You may want to make a copy of the signature page for your records. Bring/email the original signature page to Michelle Raffety, Room 230A Melcher Hall, [mlraffet@Central.UH.EDU](mailto:mlraffet@Central.UH.EDU) .

4: Student confirms with UH IT that their CougarNet account is active.

<http://www.uh.edu/infotech/>

Your dissertation chair must also have an active CougarNet account. Let them know now.

**Submit electronically:**

Step 1: Convert your document to a PDF

- Do **not** convert your signature page to a PDF. It should not be uploaded to the ETD site.

Step 2: Upload your PDF to the Vireo system: <https://uh-etd.tdl.org/>

(If this link is not working try this

Go to [www.uh.edu](http://www.uh.edu) Search "Upload dissertation" and follow the instructions.)

- When submitting the dissertation, you need to know which embargo period to choose. Discuss this with your advisor.
- Vireo will send you an e-mail confirming your submission
  - Send a copy of this email to [mlraffet@Central.UH.EDU](mailto:mlraffet@Central.UH.EDU)

5: Complete the Survey of Earned Doctorates (SED)

- Complete the electronic form by visiting the SED website at:  
<https://sed-ncses.org>
  - The SED system will send a cc of the confirmation to Michelle Raffety.

6. Complete the Dissertation Submission Agreement Form (form below) and send it to [mlraffet@Central.UH.EDU](mailto:mlraffet@Central.UH.EDU) .

***This completed form should be emailed with the signature page to [mlraffet@Central.UH.EDU](mailto:mlraffet@Central.UH.EDU).***

**C.T. Bauer College of Business  
Dissertation Submission Agreement Form**

I agree to be responsible for the proper placement of pages in my dissertation. I have read and abided by the Bauer College and UH guidelines. I also agree to be responsible for including the following items in the order specified, as required by the University of Houston.

1. Title page—as indicated in the UH Graduate School Template information.
  - *Note that the faculty signatures should not appear on this page; this is solely a list of the committee members.*
2. Copyright page—optional.
3. Dedication page—optional.
4. Acknowledgements (Preface or Forward)—optional
5. Abstract
6. Table of Contents
7. Text of dissertation
8. Bibliography/References/Appendices

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**Signature and date**

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**Please print your name**

**C.T. Bauer College of Business  
Dissertation Submission Card**

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