**ProQuest Procedure Guidelines**

APU has a commitment to sustainability; consequently, APU has decided to move to online submission of graduate level thesis/professional projects. Thesis/Professional Projects will be referred to as *thesis* throughout this information. To facilitate this, the university has selected a company called ProQuest. ProQuest is currently one of the premier online databases for publication of graduate and doctorate projects. It is used by UAA and other higher education institutions throughout the world. The ProQuest database is accessible on the UAA/APU Consortium Library website [www.consortiumlibrary.org](http://www.consortiumlibrary.org).

ProQuest is an online searchable database that contains thesis/dissertations/professional projects. More information about ProQuest can be found at [www.etdadmin.com/alaskapac](http://www.etdadmin.com/alaskapac) and the [UAA Graduate School](https://www.uaa.alaska.edu/graduateschool/thesis/index.cfm) website.

You will submit your written *thesis* to ProQuest electronically. Check with your Program Department Director for your submission date. Please use the following steps as a guide to your electronic submission: Please note for MAP you must have successfully submitted the process and have your approved thesis/project submitted to Proquest AND your Thesis/Dissertaion Completion form to the MAP Director at least two weeks prior to graduation. Directors must notify the Registrar’s Office by that date that you have met all degree requirements.

1. Different graduate programs have different requirements for *thesis* completion. Please speak with your Program Director and/or advisor about the process and registering for courses required by your degree program.
2. Complete your written *thesis* as required by your degree program.
3. After gaining approval from your chair, schedule your defense with your committee. Your chair/advisor can assist this with the process.
4. Defend your *thesis*.
5. When your *thesis* is ready for publishing, and has been accepted by your committee, submit the [Thesis/Dissertation Completion Form](https://myapu.alaskapacific.edu/sites/community/registrar/Student%20Academic%20Forms/Thesis-Dissertation-PDE%20Completion%20Form.docx.) for committee signatures. Submit the signed form to your Program Director.
6. After the committee has signed the Thesis/Dissertation Form and it has been submitted to the Program Director, create an account at ProQuest ([www.etdadmin.com/alaskapac](http://www.etdadmin.com/alaskapac)). It is recommended that you use a personal email address that will be permanent. Your APU email account will be deactivated after one year.

ProQuest is easy to use and will guide you through the submission process. You will attach your *thesis* as a PDF (a PDF converter is available in the site). You will also be provided the option to post any additional spreadsheets and files as supplemental files.

It is highly recommended that you view the [Resources & Guidelines](http://www.etdadmin.com/cgi-bin/main/resources?siteId=642) before creating the final PDF document for submission. This page includes many resources and explanations of options including copyright information.

1. Complete and submit your written *thesis* to ProQuest. You will receive a confirmation email after your *thesis* project has been officially submitted to ProQuest.
2. ProQuest will send notification to your Program Director.
3. The Program Director will review your submission to ProQuest. The Program Director will also verify department requirements for graduation. The Program Director will then submit the Thesis/Dissertation Completion Form to the Registrar’s Office.
4. After review and verification, your degree will be posted to your transcript.
5. Congratulations on your achievement!

*The Registrar’s Office will not confer your degree until it receives the Thesis/Dissertation Completion Form and your project is submitted to ProQuest.*

MAP degree requirements include:

* Successful completion of 36 graduate credits as outlined for your program.
* Two presentations at Colloquium. The final presentation will be part of your thesis defense.
* Successful completion and approval of your written thesis/dissertation/project.
* Submission of Thesis/Dissertation Completion form as outlined above.
* Other requirements as outlined by your advisor and/or mentors and noted in your study plans.

NOTE: all information in RED is specific to Master of Arts Degree (MAP). Basic guidelines have been provided by the Registrar. All requirements are completed prior to graduation.