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## LEHIGH UNIVERSITY

*P.C. Rossin College of Engineering and Applied Science  
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### *INSTRUCTIONS FOR THE FINAL DISSERTATION FORMS PACKET*

1. Commencement Program Information: This form must be completed and returned to the college Graduate Programs Manager. If any degrees were received outside the United States please state which country the degree was received in.
2. Report on the Doctoral Dissertation Examination: This form must be completed and signed by at least a majority of your Committee Members at your Doctoral defense. The original form must be returned to the college Graduate Programs Manager. You should also submit a copy to your department coordinator.
3. Lehigh Open Access Permission Form: This form must be completed and returned to the college graduate programs manager.
4. Survey of Earned Doctorates Form: This survey should be completed online and a confirmation email must be sent to the college graduate program manager from the site once completed. The survey can be completed here: <https://sed-ncses.org/>
5. Publishing Fee Receipt: You must pay a \$90 publishing fee at the Bursar's Office and provide the receipt when you submit all other paperwork to the college Graduate Program Manager.
6. Interdepartmental Clearance Sheet: You must get the appropriate signatures on this form and return to the Registrar's Office no later than 72 hours prior to receiving your degree.
7. Signature Sheet: Submit one copy with **ORIGINAL** signatures of **ALL** committee members to the college graduate programs manager. The signature sheet (for the final dissertation) has a "Date" line that should contain the date that the last committee member signed the form on (so, if the your committee signs on different days, use the date when you got the last signature), and also an "Accepted Date" (I will be putting this date in when you submit your final dissertation). The file you submit to the online publishing site should NOT contain a signature sheet with signatures. It should include a blank version of your signature sheet.

Online submission website can be found at [www.etsadmin.com/lehigh](http://www.etsadmin.com/lehigh).