MUS 702 Electronic Submission Instructions

The School of Music uses an electronic submission process for MUS 702 projects.

1. After your final examination, incorporate all remaining edits into your project.
   o Graduate students have 10 calendar days to complete this step.
2. Circulate your signature page to all members of your committee for their electronic signature and date.
   o Please see "702 Project Title and Signature Page Template" document on the Music Graduate Studies student resources website for an example.
3. When you have the signature page and all the appropriate signatures, combine multiple PDFs into one PDF (title page, front matter, signature page, and the MUS 702 document).
   o This can be accomplished in a basic version of Adobe Acrobat or with online resources.
4. The final merged document is then uploaded to WSU Research Exchange.
   o The online submission form is found here (https://libraries.wsu.edu/research-exchange-submissions/).
      ▪ You will provide your name, email address, and a brief description of your MUS 702 project.
      ▪ Someone from WSU Libraries will contact you shortly after you complete this step.
   o **After you receive the submission confirmation email from WSU Libraries, forward that email to the Graduate Program Coordinator.**
      ▪ The Graduate Program Coordinator will keep a record of these submissions.

Congratulations on completing your project and being one significant step closer to earning your Master of Arts degree from Washington State University!