



Electronic Thesis & Dissertation Submission Checklist

MASTERS STUDENTS

Before you submit your ETD, please read and complete the steps outlined below. This checklist is designed to walk you through all the necessary steps for completing and submitting your ETD.

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| | Follow the SGS formatting guidelines |
| | Convert your thesis to PDF |
| | Register for a T-Space account |
| | Submit your supervisor's confirmation that all necessary corrections have been made to the Department. |
| | Submit a hardcopy of the LAC form to the SGS |
| | Submit hardcopies of any needed copyright permissions to the SGS |
| | Submit a completed "Restrict Release" form to the SGS, if applicable |
| | Pay the thesis processing fee to the SGS |
| | Submit your thesis to T-Space with the proper file naming convention |
| | Submit a bound paper copy to your Graduate Unit, if required |
| | Keep your contact information up-to-date in ROSI |

About two weeks after convocation, look for your thesis in T-Space and on the web!