



Electronic Thesis & Dissertation Submission Checklist

PhD 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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| | If you had corrections to make, ensure that your supervisor has notified the SGS and your Graduate Unit that the corrections have been made and that the thesis is ready to submit |
| | If you had minor modifications to make, ensure that the convenor of your minor mods. subcommittee has notified the SGS and your Graduate Unit that the modifications have been made and that your thesis is ready to submit |
| | Follow the SGS formatting guidelines |
| | Convert your thesis to PDF |
| | Register for a T-Space account |
| | 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!