## **Electronic Thesis & Dissertation Submission Checklist**

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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.

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

About 4-5 weeks after convocation, look for your thesis in T-Space and on the web!