

## Electronic Thesis and Dissertation Submission Directions and Checklist

When you submit the Student Draft to the Graduate College Copy Editor, it must be 100% complete. Allow yourself at least two weeks to complete the formatting process (see deadlines below). The Thesis Preparation Manual will assist you in successfully completing the Thesis and Dissertation process. The Thesis Preparation Manual, forms, and sample pages can be located at: <http://www.radford.edu/content/grad/home/forms-policies/ThesisDissertationForms.html>.

### Student Submission Deadlines

2023-2024 Term	Draft Deadline	Final Deadline
Fall 2023	11/13/2023	12/18/2023
Spring 2024	4/29/2024	5/20/2024
Summer 224	6/28/2024	7/22/2023

#### Checklist for Student:

- Convene Thesis/Dissertation Committee
- Thesis/Dissertation Proposal Defense
- Defend Thesis/Dissertation
- Submit "draft" of completed Thesis/Dissertation to [gradthesis@radford.edu](mailto:gradthesis@radford.edu)
- Submit edited final to [gradthesis@radford.edu](mailto:gradthesis@radford.edu)

#### Checklist for Thesis/Dissertation Committee Chair:

- Request "Final Report of Defense" form
- Verify your approval of the completed "draft" documents by signing the title page required for all submissions by the student
- Submit "Final Report of Defense" form to [eclose@radford.edu](mailto:eclose@radford.edu)
- Review Graduate College Copy Editor's recommendations and complete all final edits with student

Questions regarding this process can be directed to Emily Close, [eclose@radford.edu](mailto:eclose@radford.edu)

### Thesis/Dissertation Process

