Electronic Thesis and Dissertation (ETD) Submission Directions and Checklist

When you submit the Student Draft to the Graduate College Copy Editor via the RU ETD System, 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.

Check list for Students

☐ Submit a completed Thesis or Dissertation “Student Draft” to the RU ETD system

☐ Submit title page with all committee member signatures as a .pdf document along with your “Student Draft” to the RU ETD system

☐ Submit a completed Thesis or Dissertation “Student Final” to the RU ETD system after all edits from the RU Editor and your committee have been approved

Check list for Thesis and Dissertation Committee Chair

☐ Verify your approval of the completed final “draft” documents by signing the title page required for all submissions by the student

☐ Review Graduate College Copy Editor’s recommendations and complete all final edits with student

Submission Deadlines

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<th>2023-2024</th>
<th>Student Draft Deadline Submitted by Student</th>
<th>Final Documents Deadline Submitted by Student</th>
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<tr>
<td>Fall</td>
<td>11-13-2023</td>
<td>12-18-2023</td>
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<td>Spring</td>
<td>4-29-2024</td>
<td>5-20-2024</td>
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<tr>
<td>Summer</td>
<td>6-28-2024</td>
<td>7-22-2023</td>
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How to Submit Your Thesis or Dissertation: RU ETD System

To submit your Student Draft electronically via RU ETD System through McConnell library, go to https://libguides.radford.edu/mcconnell/ScholarsRepository.

- Choose "Create an Account" (first time only, the choose "Login")

- Questions regarding this process should be directed to Emily Close, the Graduate Student Support Specialist @ eclose@radford.edu

- Technology problems that occur with the online submission process should be referred to Elizabeth McCormick @ emccormick@radford.edu