

**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

<b>Submission Deadlines</b>		
	Student Draft Deadline Submitted by Student	Final Documents Deadline Submitted by Student
<b>2020-2021</b>		
Fall	10-30-20	11-20-20
Spring	4-30-21	5-21-21
Summer	7-2-21	7-23-21

**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 <http://library.radford.edu/>.

- Click on Instructions from the red top menu.
- Click on LibGuides (Course Guides)
- Click on Theses and Dissertations Submission Instructions: Graduate College Instructions on the right hand side of the screen about half way down
- The web address for this is <http://libguides.radford.edu/ScholarsRepository>.
- Choose “Create an Account” (first time only, then choose Login here)
- Students will receive an email to activate their password
- Choose the “Step 2-Submitting Your Thesis” tab and follow the directions to submit thesis or dissertation for review
- Complete the profile information and provide necessary contact information, etc.