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

<table>
<thead>
<tr>
<th>2023-2024 Term</th>
<th>Draft Deadline</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>11/13/2023</td>
<td>12/18/2023</td>
</tr>
<tr>
<td>Spring 2024</td>
<td>4/29/2024</td>
<td>5/20/2024</td>
</tr>
<tr>
<td>Summer 224</td>
<td>6/28/2024</td>
<td>7/22/2023</td>
</tr>
</tbody>
</table>

### Checklist for Student:

- Convene Thesis/Dissertation Committee
- Defend Thesis/Dissertation
- Submit “draft” of completed Thesis/Dissertation to gradthesis@radford.edu
- Submit edited final to gradthesis@radford.edu

### Checklist for Thesis/Dissertation Committee Chair:

- 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
- 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

---

**Thesis/Dissertation Process**

1. Submit “Request to Convene Thesis/Dissertation Committee” Form
3. Program Coordinator requests “Report of Final Defense” form prior to defense from Emily Close, eclose@Radford.edu
5. Submit completed “draft” of thesis/dissertation to gradthesis@radford.edu as Word document along with signed title page as PDF document.
6. Editor reviews document, makes formatting suggestions, returns paper to student.
7. Submit completed final version of thesis/dissertation to gradthesis@radford.edu