Ira A. Fulton College of Engineering & Technology
DISSERTATION/MASTERS THESIS CHECKLIST

Engineering & Technology students are required to submit both a paper copy and an Electronic (ETD) copy of their thesis/dissertation. Prepare ahead of time. All University deadline dates MUST be met.

1. _____ Be sure you (the student) know and have followed the College formatting guidelines exactly throughout your document. You are responsible for submitting a correctly formatted document. Department staff do not have the time or resources to be proof-readers for you.

2. _____ Submit document to Department Graduate Secretary for review. Make all changes noted by the Department Secretary. Give adequate time for review.

3. _____ Obtain all signatures from committee and department on Form 8d.

4. _____ Submit document with ADV Form 8d to the Dean's office in CB-270 for review by the Assistant to the Dean. Allow two days for college review.

5. _____ Once your paper document has been approved, submit the ETD file.