

**Fulton College of Engineering & Technology**  
**DISSERTATION/MASTERS THESIS CHECKLIST**

Make sure you have completed everything listed below before you deliver your documents to the Library. 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. \_\_\_\_\_ Submit document to the Administrative Assistant in the Fulton College of Engineering & Technology. Allow **two days** for college review. Submit a **DRAFT** document to the College.
4. \_\_\_\_\_ Make **all** requested changes. Obtain all signatures from committee and department on Form 8d. Submit form to College for Dean's signature. Allow **24 hours** for Dean's signature. Again, only submit a **DRAFT** copy.
5. \_\_\_\_\_ Once your paper document has been approved, submit the ETD file.
6. \_\_\_\_\_ Upon approval of the ETD document, submit all paper documents to Library per Graduate School instructions.