



Electronic Theses and Dissertations (ETD) Submission Checklist

This checklist will help you ensure that you are completing all necessary steps.

- APPLY to Graduate by the posted deadline.** You will not be allowed to graduate if you miss this step.
- DEFEND** successfully and **COMPLETE** all revisions as directed by your dissertation committee.
- REVIEW** the Graduation information on the School of Graduate Studies website.
- FOLLOW** the website's **ETD Guidelines** carefully.
- ENSURE** the title page lists the date of your graduation (month, year), NOT the date of your defense.
- INCLUDE** a Committee Approval Sheet as the 2nd page of your ETD. The sample page can be found in the instructions on the ETD Guidelines page.
- CONVERT** your ETD to a PDF file using Adobe Acrobat.
- SUBMIT** a copy of the file to the School of Graduate Studies for a format check *prior to uploading to OhioLink*. Email the .pdf file to etdsubmit@case.edu. Include your department/program name and the words "format check" in the subject line. Notice will be sent from Graduate Studies with corrections to be made or approval of your document. Any ETD uploaded to OhioLink without prior approval will be deleted.
- UPLOAD** your **approved** .pdf file to the OhioLink ETD website at <http://etdadmin.ohiolink.edu>. *If there is a problem with the uploading of the ETD, contact Graduate Studies.*

Final Materials to Submit to Graduate Studies for a Doctoral Degree

- 2 Final Certification of the PhD Degree forms
- 2 Printed copies of Title Page
- ETD Document Approval Form
- Online Survey of Earned Doctorates at <https://sed.norc.org/doctorate/>