CASE WESTERN RESERVE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

Electronic Theses and Dissertations (ETD)
Submission Checklist

Please print out this checklist. It will assist you in eliminating the most common errors and help you ensure that you are completing all necessary steps.

☐ **DEFEND** successfully and **COMPLETE** all revisions as directed by your dissertation committee.

☐ **REVIEW** the School of Graduate Studies ETD website at http://www.cwru.edu/provost/gradstudies/etd/

☐ **FOLLOW** the Formatting Your ETD instructions carefully.

☐ **ENSURE** title page lists the *date of your graduation*, NOT the date of your defense.

☐ **INCLUDE** the Typed Committee Signature Sheet as the 2nd page of your ETD. This form is a template and can be found under the forms section of our ETD website. *NO signature sheet should be scanned in.*

☐ **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://www.ohiolink.edu/etd. *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 Original committee signature sheets
2 Printed copies of Title Page and Abstract
Survey of Earned Doctorates
$87 PhD Graduation Fee (check, money order or cash)