



# Cleveland State University

College of Graduate Studies

## MEMORANDUM

July 16, 2010

**TO:** Graduate Campus Community  
**FROM:** Graduate Student Services, College of Graduate Studies  
**SUBJECT:** At-A-Glance Submission Reminder for Thesis and Dissertations

### Format Check

- Master's thesis and doctoral dissertations must receive preliminary format approval by the College of Graduate Studies Office **prior to acceptance of the *final* documents for the University Library and submission of the electronic version to OhioLINK.**
- The thesis/dissertation should be submitted to the College of Graduate Studies Students Services Office, Parker-Hannifin Hall, room 218, after the thesis/dissertation committee has approved the defense of the document.
- Students are to submit a hard copy, on plain paper to Graduate Student Services, well in advance of the printing of the *final* deposit copies. Do not bind or staple this copy.
- Students must provide their name, CSU ID, telephone number and current email address. They are sent an email of the corrections, final printing instructions, OhioLINK submission instructions and contact information.

### Final Deposit of Print Copies after Preliminary Review

- Once the thesis receives preliminary format approval, the student is instructed to deliver **three** (unless otherwise instructed) **unbound corrected copies** with at least **two original approval pages**, the **Notice of Completion form**, and where applicable, receipt of payment and the completed "Survey of Earned Doctorates", to Graduate Student Services for final approval and delivery to the University Library.
- It is recommended that the *final* print copies should be submitted **no later than the last week of class instruction of the semester in which the degree is to be granted**. Students are to consult the University Academic Calendar and schedule final defense dates accordingly.
- *Final* print copies must be received in Graduate Student Services **no later than the end of the week that follows the final day of the term**. If the final print copies are not received by this date, the student's graduation term will be changed to the next term.