



**Cleveland State University**  
College of Graduate Studies

**MEMORANDUM**  
October 2013

**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* version for submission to OhioLINK.**
- The thesis/dissertation should be submitted to the College of Graduate Studies Student Services Office after the thesis/dissertation committee has approved the defense of the document.
- Students are to submit an electronic version in **Word Format** to Graduate Student Services, well in advance of the *final* electronic version to the appropriate email address below:

Master Thesis submissions should be emailed to: [masterthesis@csuohio.edu](mailto:masterthesis@csuohio.edu)

Doctoral Dissertation submissions should be emailed to: [phddissertation@csuohio.edu](mailto:phddissertation@csuohio.edu)

- **The email should contain the student's name and CSU ID# in the subject line. Additionally, please include student name, CSU ID, telephone number, and current email address in the body of the email.**
- Students will be sent an email of any corrections that are needed, as well as OhioLINK submission instructions and contact information.

Final Deposit of Ohio Link Submission after Preliminary Review

- Once the thesis receives preliminary format approval, the student will be instructed to submit 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.
- It is recommended that the *final* electronic version 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.
- *The Final* electronic version 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 electronic version is not received by this date, the student's graduation term will be changed to the next term.