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
  Doctoral Dissertation submissions should be emailed to: 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.