

Electronic Thesis and Dissertation Submission Directions and Checklist

When you submit the Student Draft to the Office of Graduate Affairs, it must be 100% complete. Allow yourself at least two weeks to complete the formatting process (see deadlines below). The Thesis Preparation Manual will assist you in successfully completing the Thesis and Dissertation process. The Thesis Preparation Manual, forms, and sample pages can be located on the Office of Graduate Affairs webpage.

Student Submission Deadlines

2024-2025 Term	Draft Deadline	Final Deadline
Fall 2024	11/22/2025	12/20/2025
Spring 2025	4/14/2026	5/16/2026
Summer 2025	7/11/2026	8/8/2026

Checklist for Student:

- Convene Thesis/Dissertation Committee
- Thesis/Dissertation Proposal Defense
- Defend Thesis/Dissertation
- Submit “draft” of completed Thesis/Dissertation to gradaffairs@radford.edu
- Submit edited final to gradaffairs@radford.edu

Checklist for Thesis/Dissertation Committee Chair:

- Request “Final Report of Defense” form
- Verify your approval of the completed “draft” documents by signing the title page required for all submissions by the student
- Submit “Final Report of Defense” form to eclose@radford.edu
- Review Office of Graduate Affairs Copy Editor’s recommendations and complete all final edits with student

Questions regarding this process can be directed to Emily Close, eclose@radford.edu

Thesis/Dissertation Process

