Graduate Education

REQUIRED DOCUMENTS FOR THESIS SUBMISSION

In addition to the submission of an acceptably formatted electronic thesis or dissertation (ETD), the following documents must be received by the Office of Graduate Education- Thesis Coordinator via Email (thesis@grad.gatech.edu) on or the published deadlines in order for you to graduate in a given semester. Deadlines may be found at https://grad.gatech.edu/theses-dissertations/deadlines

DOCTORAL STUDENTS

☐ Certificate of Thesis Approval form via DocuSign [filled out and signed by Committee and Department]

☐ Dissertation PDF uploaded to http://thesis.gatech.edu

☐ 1 Copy of Abstract- emailed to thesis@grad.gatech.edu [See Thesis Manual]

☐ 1 Copy of Cover Page- emailed to thesis@grad.gatech.edu [See Thesis Manual]

☐ Survey of Earned Doctorates form, completed ONLINE. Print online "certificate of completion" and email thesis@grad.gatech.edu

☐ SmarTech Repository Agreement Form - via DocuSign

☐ Withholding Request of Dissertation for One Year- via DocuSign (form signed by advisor) *[If that option was chosen on the ETD Data Form]*

☐ [optional] Waiver of Enrollment form, signed by department via DocuSign

MASTER STUDENTS

☐ Certificate of Thesis Approval form via DocuSign [filled out and signed by Committee

☐ Thesis PDF uploaded to http://thesis.gatech.edu

☐ Withholding Request of Thesis for One Year via DocuSign (form signed by advisor) [If that option was chosen on the ETD Data Form]

☐ SmarTech Repository Agreement Form via DocuSign

☐ Exit Survey (MS Student only)

☐ [optional] Waiver of Enrollment form, signed by department via DocuSign

NOTES:

- Theses and PhD dissertations will be included in the ProQuest Dissertations & Theses Global database, the Web of Science and other indexes, which reach thousands of universities and millions of researchers in 67 countries. If you'd like to opt out of this database, contact ProQuest at disspub@proquest.com
- Letters of Completion are issued by the Registrar's Office. Please see their website for more information and requirements.
- Commencement Attendance Form is no longer required but, if you intend to participate in commencement, you must contact ICPA-Special Events regarding important Commencement attendance information for your advisor (or the person who will hood you instead of your advisor) approximately 5 weeks before Commencement. See Commencement Website for more information.
- If you have any questions regarding deadlines or any of the documents listed above, contact the Office of Graduate Education- Thesis Coordinator via e-mail at thesis@grad.gatech.edu