

PDF Checklist

Please print out this checklist to help you ensure you are completing all necessary steps.

This checklist will assist you in eliminating the most common errors.

- Dissertation defended and revisions completed.
- Completely reviewed the Case ETD website at <http://www.cwru.edu/provost/gradstudies/etd/>
- READ formatting instructions.
- Dissertation is in the correct ordering format (as found in the formatting instructions).
- Left hand margin is 1.5 inches including landscape pages and pages with forms, graphs, or tables.
- Title page list the date of your graduation, **NOT** the date of your defense.
- Included the Typed Committee Signature Sheet as the 2nd page of your PDF file. This form is a template and can be found under the forms section of our ETD website. NO signature sheet should be scanned in.
- Convert dissertation to a PDF file and upload it to the Ohiolink ETD website at <http://www.ohiolink.edu/etd>
- If there was a problem with the uploading of the ETD, DO NOT resubmit to Ohiolink. Email the PDF to jrh33@case.edu.

Final Documents To Submit To Graduate Studies

2 Original committee sign off sheets
2 white cards/sheets (Final Certification of the Ph.D.)
Survey of Earned Doctorates
\$87 Graduate Fee (Check, cash, or money order)
\$65 money order if copyrighting
Copy of abstract and title page

Items You Do Not Need To Submit To Graduate Studies

UMI Form (you will complete this online through Ohiolink)