

DOCUMENTS TO BE TURNED IN AT THE SAME TIME AS ELECTRONIC THESIS/DISSERTATION

In addition to the submission of an acceptably formatted electronic thesis or dissertation (ETD), the following documents must be received by the Georgia Tech Graduate Office (318 SAVANT Building) on or before the published deadlines in order for you to graduate in a given semester. Deadlines may be found at <http://www.gradadmiss.gatech.edu/thesis.php>

DOCTORAL STUDENTS

_____ Certificate of Thesis Approval form [filled out and signed by Committee and Department]

_____ Doctoral Dissertation Information [OPTIONAL]: Doctoral students may elect to submit the abstract of their dissertation or the entire dissertation to Dissertation Abstracts for processing and distribution. Students should discuss this option with their major professor prior to making a decision to utilize this service. Students choosing this option may access the [Proquest \(UMI\) website](#) for more information or to obtain the appropriate agreement form. **The Graduate School is no longer involved in this process.**

_____ 2 Copies of Abstract [See Appendix A, [Thesis Manual](#)]

_____ 2 Copies of Cover Page [See Appendix A, [Thesis Manual](#)]

_____ Survey of Earned Doctorates form, completed ONLINE. **Print online “certificate of completion”**

_____ SmarTech Repository Agreement Form

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

_____ [optional] Waiver of Enrollment form, signed by department

MASTER STUDENTS

_____ Certificate of Thesis Approval form (must be filled out and signed by committee)

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

_____ SmarTech Repository Agreement Form

_____ [optional] Waiver of Enrollment form, signed by department

*NOTE: **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 graduate, 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 www.gatech.edu/commencement for more information.

If you have any questions regarding deadlines or any of the documents listed above, contact the GT Graduate Thesis office (318 Savant Building) at 404-894-3092 or via e-mail at thesis@grad.gatech.edu