Helpful information

- **http://mymichigantech.mtu.edu** – Check your status at any time.
- **http://www.mtu.edu/gradschool/resources-for/students/academic/seminar/**
  - Our online seminar archive has seminars about submitting your document, Word, Copyright, Great Images, LaTeX, and Adobe Acrobat
- **http://www.gradschool.mtu.edu/td** (Policies & Procedures: Theses and Dissertations)
  - Links to formatting, using copyrighted materials, and submitting
  - Blog answers common “how-to” questions with screen shots
- **http://blogs.mtu.edu/gradschool/2012/02/23/submit-to-canvas/** - Canvas tutorial
- More questions? Email **gradschool@mtu.edu** for more help!

Planning and Preparation

1. Formatting guide available online. **http://www.gradschool.mtu.edu/td/formatting**
   a. Sample review file available online (Quick Link: Forms and Deadlines)
2. Determine if you need permission to reprint copyrighted items. **http://www.gradschool.mtu.edu/td/copyright**
3. Recommended: Use EndNote or bibliographic management software to generate your references.
4. Recommended: Defend at least four weeks before you want to complete your degree.

Two weeks before your oral defense

1. Schedule a time, day, and room for your defense.
2. Submit the Pre-defense form as a paper copy to the Graduate School two weeks before defense
   a. No later than Tuesday of Week 10 to graduate in that semester
   b. Hold oral defense no later than Tuesday of Week 12 to graduate in that semester
   a. **http://mtu.instructure.com** – Canvas
5. Ask questions about your review from the Graduate School.

After your oral defense

1. Work on corrections from your committee, advisor, and Graduate School.
2. After all technical and formatting corrections are complete, submit all of the following at the same time (incomplete submissions are not reviewed):
   a. Form: Approval of a dissertation, thesis, or report (no substitutions for any signatures)
   b. A dissertation, thesis, or report to Digital Commons (**http://digitalcommons.mtu.edu/etdr** - select “Submit Research” at the bottom of the left column)
   c. (Dissertations and theses only) The same dissertation or thesis to ProQuest (**http://dissertations.umi.com/michigantech**)
3. Wait for your review; resubmit a corrected version if necessary.
4. After the document is accepted pay Graduate School fees (if applicable)
   a. Go to the payments tab on **http://mymichigantech.mtu.edu** Electronic checks and credit cards are accepted.
   b. When the payment process is complete, the Graduate School will receive a receipt.
   c. Check **http://mymichigantech.mtu.edu** at any time for the status of your document.