Instructions for the GS30 Thesis Dissertation Submission Form

1. Fill out the information on the GS30 online.
2. To find your program code, go to your RAMweb account and select “My Graduate Degree Plan” under the Graduate Students section. Your program code will be the 6-10 letter code listed under “Programs”.
3. If you are requesting an Embargo, submit the GS31 ETD Embargo Restriction Request Form with your GS30 Form.
4. PhD students are required to fill out the Survey of Earned Doctorates (SED). Print the confirmation certificate and submit it to the Graduate School with the GS30 Thesis/Dissertation Submission Form.
5. Print the form and obtain the required signatures after the final thesis/dissertation has been reviewed and approved by your committee.
   a. All signatures must be original. Contact the Graduate School with questions.
   b. All committee members sign in the committee members section.
   c. Advisor signs on the “Advisor” line.
   d. Co-Advisor signs on the “Co-Advisor” line if applicable. Check your GS6 to verify committee appointments.
   e. Department Chair signs in the “Department Chair Signature” line
6. Submit the required forms to the Graduate School by the published deadline of your graduating term.
7. Submit your thesis/dissertation electronically by the published deadline of your graduating term.