1. **Pay attention to details** - Follow the University/Library's formatting requirements.

2. **Get permission** - Be sure to obtain copyright permission for all copyrighted material used.

3. **Be prepared** - Submit your Thesis and Dissertation Committee Membership form well before the deadline to ensure it meets the department and program requirements.

4. **Be mindful** - Submit your thesis or dissertation to your committee/chair/dean, with enough time for them to read and review it. This process may take longer than you anticipate.

5. **Plan ahead** - Submit your Certificate of Approval and Availability Agreement to the Graduate School after uploading your document to Digital Commons.

6. **Print an extra** - Upload your document with an unsigned copy of your Certificate of Approval. Otherwise, you will be required to resubmit and this could prolong the approval process.

7. **Be aware** - On your Certificate of Approval, include underneath the University approval section:
   
   Dr. John Kantner
   Dean of the Graduate School

8. **Finalize carefully** - Proofread. Proofread. And proofread, again!