**The University of Texas Southwestern Medical Center at Dallas**
**SOUTHWESTERN MEDICAL SCHOOL**
**Electronic Thesis Submission Checklist**

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**Part I:**
The Distinction graduate should complete this section of the form and then bring (1) a digital copy of the thesis/dissertation (PDF) and separate abstract file, (2) one signed copy of the Signature (Title-fly) page, and (3) one signed Electronic Thesis Submission Checklist signed by their mentor to the **Associate Dean for Medical Student Research Office, S Building, 1st Floor, S1.101.**

_____
Candidate's Name

_____
Title of Thesis

Are there separate Multimedia files? ☐ Yes ☐ No
If yes, list all files and respective formats (e.g., ASF, RM, QT, MOV, AIF, etc): _____
_____

Please provide **five (5) to (10)** keywords that individuals may use to search for the ETD. The Library may also use these keywords to help assign appropriate medical subject headings when adding the ETD to the Library's online catalog.

_____
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All thesis/dissertations produced by students traditionally default to **access being restricted for two (2) years from the date of degree conferral.** After the selected embargo period, the entire document and abstract will be made publicly available.

Please initial one embargo period to govern when this electronic thesis will be made available to the public.

☐ **I choose to make access to my thesis/dissertation available immediately on the Internet.**
☐ **I chose to Two Year Embargo delaying for publication by two years from degree conferral.**
☐ **I choose to NOT make my thesis/dissertation available on the Internet.**

**Signatures required here:**

Mentor Signature _____ Student Signature: _____
Mentor Printed Name: _____ Student Printed Name: _____
Date of approval: _____ Date of approval: _____

☐ Student signature affirms above information and authorizes the Library to release the thesis/dissertation as noted above.

_____
Candidate's Signature

☐ Mentor affirms the PDF and all appendices are in their final format and access options have been selected.

_____
Mentor's Signature

**Once this form is completed, the student is free to upload their thesis into the Electronic Thesis and Distinction database on the UT Southwestern Library.**

**Part II:**
*To be completed by the Dean's Office*

☐ Full ETD uploaded into database
☐ Signed Signature Page by thesis committee
☐ ETD checklist signed by mentor

Verified approval in ETD system on:_____ By: _____