



Thesis and Dissertation Accessibility Checklist

Reviewer:

Review Date: Click or tap to enter a date.

Student's Name:

Approved: ☐

Needs Revisions: ☐

All manuals and guidelines can be found on our [Thesis and Dissertation Guidelines page](#) under 5. Thesis and Dissertation Formatting Resources.

Please see the comments below the following section(s) for instructions on what specific changes must be made:

Insert sections where revisions are necessary

1. Language and Title (Please see the Font and Line Spacing Manual for details and examples)

Yes	No	Required Items
☐	☐	Language defined correctly; individual parts of a multilingual document defined correctly
☐	☐	Document has a title listed in Properties

Comments:

Insert comments if necessary

2. Alternative Text and Color Contrast (Please see the Figures and List of Figures Manual for details and examples)

Yes	No	N/A	Required Items
☐	☐	☐	All figures and images in text and appendices are labeled with appropriate alternative text that contextually describes the image
☐	☐	☐	Color contrast of embedded text in figures is sufficient to meet accessibility standards

Comments:

Insert comments if necessary

3. Headings (Please see the Headings and Subheadings Manual for details and examples)

Yes	No	Required Items
☐	☐	Headings are marked as headings correctly (Title is H1; major section headings such as Abstract, Table of Contents, etc., are H2; etc.)

Comments:

Insert comments if necessary

4. Line Spacing (Please see the Font and Line Spacing Manual for details and examples)

Yes	No	Required Items
☐	☐	No blank lines of space created by hitting “Enter” between or after paragraphs, tables, or figures; layout tools must be used to create space

Comments:

Insert comments if necessary

5. Tables (Please see the Tables and List of Tables Manual for details and examples)

Yes	No	N/A	Required Items
☐	☐	☐	Tables include a header row
☐	☐	☐	No merged cells (i.e., each column in the table has the same amount of rows, and each row in the table has the same amount of columns)
☐	☐	☐	No empty cells

Comments:

Insert comments if necessary

6. Hyperlinks (Please see the Tables and List of Tables Manual for details and examples)

Yes	No	N/A	Required Items
☐	☐	☐	Hyperlinks in text and appendices contain descriptive links rather than the web address
☐	☐	☐	References/Bibliography section does not contain hyperlinks for web addresses of sources (URL is written out but not linked)

Comments:

Insert comments if necessary

For Office Use Only (LC/JS)

Yes	No	Required Items
☐	☐	PDF is tagged properly and has a logical reading order
☐	☐	Tables are tagged as tables properly and have a logical reading order