EVERYTHING YOU SHOULD KNOW ABOUT ETD Review

AFTER YOU SUBMIT YOUR ETD

- We begin our review after the deadline
- We review ETDs in the order they are submitted
- It takes 3-4 weeks for us to complete our review of all ETDs

Submitting early does not guarantee early review

**tip**
Double-check your advisor/chair's email in the ETD system.

We send them important emails and we DO NOT check the accuracy of their email address.

What do we check?

- Grammar and punctuation: Does this represent effective, professional communication?
- Formatting and Style: Does this follow the Graduate School's Guidelines?
- Approval: Has your advisor or chair approved the document?

AFTER REVIEW

- We will inform you of any necessary corrections
- Download the feedback document and make ALL corrections ASAP
- Upload the corrected document

Corrections are NOT suggestions; They are requirements

Once Corrections are Received

- Subsequent reviews take 1-2 weeks
- If no corrections are needed AND your advisor/chair has approved your submission, we will approve your ETD

Tips

- Double-check that ALL corrections have been made
- ALWAYS review the pdf after you have converted it from a Word document
- Communicate often with your chair or advisor and make sure they have approved your ETD

If your document isn’t approved, you MAY still be able to walk at graduation, but you won’t receive a diploma

After approval, your ETD will be published unless you have selected an embargo period

Embragine periods can ONLY be changed on permission of the student, not the chair or advisor

Email the Thesis Coordinator or Dissertation Supervisor if you have questions