

# 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's/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



Embargo 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