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Step 1:

Creating Your Planning form:

1. **Degree Program**: Select your program from the degree program drop down box.
2. **Anticipated Graduation Date**: Select the semester/year in which you will be completing all requirements.
3. **Working Thesis Title**: Enter your “working title”.
4. Click the **Submit** button.
Step 2: 
Select Committee:

*Notes:*

- Your Committee Chair must be a full-time tenured faculty member from your discipline. The 2nd member must also be from your discipline, as well and the 3rd can be either be from within your discipline or outside your discipline.

- If you are selecting an off-campus member or a faculty from another discipline you must contact your Graduate Coordinator to have the person added to the Provisional faculty list before you can add that committee member to Planning form.

5. Skip step 5 if, you are not using either an off-campus or a faculty member from another discipline. Once your Graduate Coordinator adds this member you will need to click on the and select the member from the list.

6. Select your Committee Chair and 2 Committee Members from the dropdown boxes.

7. Click on the button to complete your Planning form process.
Verifying you submitted your Planning form:

8. Click on Dashboard on your left hand-side tool bar.
9. Under Status column it should read: “Awaiting Coordinator Approval of Proposed Committee”.

   **Note:** It is the student’s responsibility to make sure all committee members have signed in a timely manner before you can move to the ‘Submit Draft’ stage.

10. **IMPORTANT:** Please verify when the “Submit Draft” deadline is, which is under the Deadline column. Graduate Studies does not give extension to any of the three deadlines.
How to Make a Change to My Planning Form:

1. Go to your Dashboard and click the Planning Phase link.
2. Click on the "Make Changes" button.
2. If you need to make a change: **Degree Program, Anticipated Graduation Date** or **Working Thesis Title** you will complete the change here.

3. Click the **Submit** button to complete your change.

   *NOTE: You only need to change your “Working Thesis Title” on your Planning form if your content has changed. Otherwise it is expected that your “Working Thesis Title” will change when you submit your Final draft.*

4. If you need to make a change to one of your **Committee members**, click on the **Submit** button. This will bring you to your committee selection.
5. Click on the dropdown box of the committee member you would like to replace and select the new member.

6. Click on the **Submit** button to save your change.

7. Verify on the top of the page that you got the following message in a green bar that you successfully made your change.
Step 4:

Submitting your Preliminary Draft:

1. You can either choose to click on the “3. Submit Draft” link to the left hand-side or “2. Preliminary Phase” link, either link will take you to the same place.
2. Once you have converted your document to a PDF file click on the Choose File button.

3. Click on the Submit.

**IMPORTANT Information!!!**

a. Before uploading your file, you **must** convert your document to a PDF file.
b. Your Preliminary draft must be a “completed working” document.
   Example: Title page to Abstract; all chapters completed and References done. If you have an Appendices this section must also be completely formatted.
4. Once you submit verify that your “Status” column reads: “Awaiting Evaluator Review”.

**IMPORTANT Information!!!**

a. Once your evaluator reviews your preliminary draft you will receive an email saying if your formatting has been approved or rejected with comments on what revisions need to be done before resubmitting.

b. All student will be given only 2 days to make the revisions and re-upload their preliminary draft for review.

c. It is the responsibility of the student to check their ETD to see if their evaluator reviewed their preliminary draft.

d. Failure to miss any deadlines will result in the student changing their graduation date to the following semester and requires enrollment.
Reviewing Your Evaluator’s Comments:

1. Under the “Phase” column click the **Preliminary Phase** link.

2. Click on the button in the top right-hand corner.
3. Under the “**Required Action from Latest Review**” you will see your evaluator’s comments on what correction need to be completed.
Resubmitting Your Revised Preliminary Draft After Evaluator Review:

*NOTE: Skip this step if your Preliminary Draft was approved.

1. If your Thesis/Dissertation was rejected, you will see on your Dashboard under the “Status” column “Changes Required in Preliminary Draft”.
2. Also, under the “Deadline” column you will see when the resubmission is due.

Note: If your Thesis/Dissertation was approved, the “Status” column will read: “Phase Complete”.

3. Under the “Phase” column click the Preliminary Phase link.
4. Once you have converted your document to a PDF file click on the **Choose File** button.

5. Click on the **Submit** button.
6. Under the “Status” column verify that it reads: **Awaiting Evaluator Review** on your Dashboard.

7. You will also see a green banner that reads:

   ![Green Banner](image)

   at the top of your screen when you successfully upload.
Step 5:

**Final Checklist:**

1. Click on the “4. Final Checklist” link to the left hand-side.

2. Under **Key Words/Search Terms** box you will enter your Keys words/Search terms. Once you type a word or term you must hit your “Enter” key on your keyboard to make the word or term appear in the box.
3. Under “License Agreement” please read and click on the statement “I agree to the terms of the Non-Exclusive Distribution License”.

I agree to the terms of the "Non-Exclusive Distribution License"
NOTE: You must have requested prior approval from your Committee Chair to request an embargo on your research. If you did, please follow the instructions below. Otherwise if you did not or did not want to embargo your research skip to step 7 on this page to save.

4. Click on the “**I Need an Embargo**” box. This will open additional boxes you must answer before you can save.
5. Select an option in the “**Select the reason for your embargo request**” dropdown box.
6. Select an option in the “**Select the length of time your embargo will last**” dropdown box.

7. Click on the **Save** button.
8. Once you click on the “Save” button on the top of your screen you should see a message in a yellow bar at the top of your screen. This means you successfully submitted your checklist.

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You have successfully submitted your final checklist. Please continue the process by uploading your final draft and providing the required information below.
Step 6:
Submit Final Draft:

2. If you have supporting file i.e. audio, videos upload those under Supporting Files (Optional). This is not required for most students.
“Library/ScholarWorks Metadata” section is where you will enter: Your Thesis/Dissertation Title, Select Your Degree; Month and Year your graduating and paste your Abstract.

3. **Title**: Enter your title that is list of your Title page of your Thesis/Dissertation.
4. **Select Your Degree**: select the appropriate Degree from the dropdown box.
5. **Month From Cover Page**: Select the following month if you are graduating:
   a. Fall semester: **December**
   b. Spring semester: **May**
   c. Summer term: **August**
6. **Year From Cover Page**: Enter the year you are graduating i.e. 2020.
7. **Abstract**: Copy and paste only the text from your Abstract page.
**Pagination section:**

8. **Number of Preliminary Pages:** Enter the last page of your Abstract.
9. **Number of Text Pages:** Enter the last page of your Thesis/Dissertation.
10. If you have a **Bibliographical References** click on the check box. Additional References questions will appear.
11. **Starting Page Number of Your Reference Section:** Enter the first page number here.
12. **Enter Page Number of Your Reference Section:** Enter the last page of your Reference page.
13. Click on the **Save** button.

**NOTE:** Once you save you will see a yellow message bar appear at the top of the page:

You have successfully submitted your final draft. Please continue by confirming and submitting the information below.
Step 7:

Confirm Final Submission:

1. On the bottom right-hand corner of the page click on the Submit button.
2. Verify on the top of your screen that the following message in a green bar appears. As well, under the “Status” column says “Awaiting Committee Approval of Final Draft”.
Reviewing Your Evaluator’s Comments:

1. Log into your ETD and click on the Dashboard on your left hand-side.
2. Under the “Status” column is where you can verify if your Thesis/Dissertation needs “Formatting Changes Required in Final Draft” or if it is “Awaiting Evaluator Review”.
3. If you have formatting changes required, verify under the “Deadline” column when your submission deadline is required.
   *NOTE: We only give 1 day for all required final changes to be made and resubmitted.
4. Click on 3. Final Phase link if you are required formatting changes and move to step 5.

IMPORTANT INFORMATION:

It is important for students to check every day from the time you submit your final Thesis/Dissertation to the official last date of the semester if you are required changes.

Reminder: we only give 1 day to make any changes and resubmit!!!!!

By the official last date of the semester if your “Status” column still reads: “Awaiting Evaluator Review” this means that behind the scene your Evaluator has approved your formatting.

Your Thesis/Dissertation Status from “Awaiting Evaluator Review” will not change until the Evaluator grants your degree, then they will change it to read: “Phase Completed”.
5. In the top right-hand corner click on the button to view Evaluator’s correction(s).

6. Click the > button to the right of Comment from……. This will display your Evaluator’s correction(s).
Resubmitting Your Revised Final Submission After Evaluator Review:

1. On your Dashboard click on 3. Final Phase link.

![Dashboard Diagram]

License Agreement

Non-Exclusive Distribution License Statement of Agreement:
"I agree to the terms of the "Non-Exclusive Distribution License"

Embargo Request

No embargo requested

Once your final draft has been electronically approved by your committee, your draft will remain in "Awaiting (RGS) Approval" until the end of term and degree are granted.

2. At the bottom of the page click on the Make Changes button.
3. Click on the Choose File button.

4. At the very bottom of the page, in the right-hand corner click on the Save button.

5. Once you save you should see the following message in a green bar:
6. On the left hand-side click on the **Confirm Final Submission** link.

7. On the very bottom of the page in the right-hand corner click on the **Submit** button to confirm final submission.
8. Before you log off from ETD please verify that your Dashboard reads: “Awaiting Evaluator Approval of Final Draft” under the “Status” column.