ETD Committee Review & Authorization to Submit (Faculty View)

To modernize and simplify the Authorization to Submit Thesis/Dissertation step and to be compatible with electronic only document submission in Fall 2021, final approvals will be completed in ETD.

Here is how committees and department administrators authorize submitted theses and dissertations for final approval:

1. After the format review by the ETD Administrator, email notifications with a direct ETD login link are sent to the committee members.
2. In sequence, committee members verify that the submission is the committee-approved version on the Committee Review: Decision page.
   a. There are radial buttons to register your decision as approve or reject.
   b. If you reject, you must provide comments and action items for the author to fix before resubmission.
3. The major professor confirms embargo/repository selections match the Institutional Repository Agreement submitted via ETD administrative documents.
4. The Department Administrator is sent a direct ETD login link to review/register a decision.
5. When all final documents are received including the final defense report form and institutional repository agreement, the ETD Administrator will approve the submission and send the document to ProQuest and the Institutional Repository for publishing.

Note: Page ii is now the abstract; format review and authorization/approvals are done in ProQuest ETD as explained above.

To see the ETD Committee Review Workflow and Functionality in action before a student submission, you can watch the short webinar in the link provided here. ETD Committee Review