

ETD Committee Review & Authorization to Submit

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 and the department administrator.
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. Note: if a committee member rejects, the other members are blocked from submitting a decision until the author resubmits.
3. The major professor confirms embargo/repository selections match the Institutional Repository Agreement submitted via ETD administrative documents.
4. The Department Administrator should register the final decision.
5. When all final documents are received including the final defense report form (to cogs-forms@uidaho.edu) and institutional repository agreement (uploaded by student in administrative documents) in ETD, 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.

Committee Review: Decision Page

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Committee Review: Decision

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Author: Student Name
ID: 12345
Status: Incomplete

Review the details listed below. If you believe they reflect the work you accepted earlier, then select 'Approve'. If not, then select 'Reject' and enter your reasons for rejection.

Author	Student Name
Publication Number	1234567
Submission Date	2019-07-10
Submission ID	123456
Institutional Student ID	123456
Degree Date	12-31-19
Degree Awarded	Doctor of Philosophy
Department	Psychology
PDF	PDF file (10 MB)
Supplemental Files	
	✔ No final embargo

Register your decision and notify the author.

Approve

Reject

Comments

* Comments are required when you reject a submission.

Comments text area with placeholder text.

Register Decision

ProQuest ETD Administrator

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