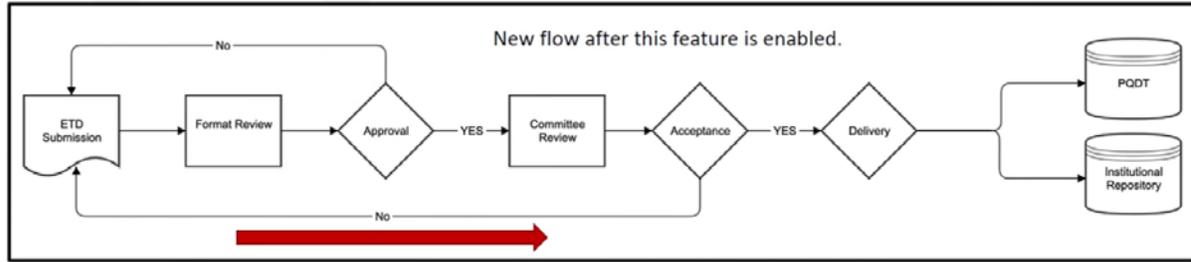


## Steps for Student Submission for ETD Committee Review/Authorization to Submit

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



Here is what to do to get final committee and department administrator authorization to submit:

1. During your submission to ETD, you will provide details about your committee chair (major professor), committee members and department administrator. At this time, you should check that your committee listed in VandalWeb matches the names and email addresses you enter here. Enter your department administrator as you last committee member. **Important: if addresses are incorrect or missing, neither you nor the administrator will be able to complete or accept the submission.**
2. After the format review by the ETD Administrator, email notifications with a direct ETD login link are sent to your committee members to approve your thesis or dissertation.
3. If all committee members approve, you will not receive a notification from them. If a committee member rejects your submission, you will receive an email with details on what to fix for resubmission. The rest of the committee is blocked from making a decision until the fixes have been made.
4. When all final documents are received including the final defense report form (to cogs-forms@uidaho.edu) and uploaded/signed institutional repository agreement in your ETD account, the ETD Administrator will approve your submission and send your document to ProQuest and the Institutional Repository for publishing.

Figures adapted from [proquestmeetings.webex.com/recording/ETDCommitteeReview](https://proquestmeetings.webex.com/recording/ETDCommitteeReview)