

## **THESIS/DISSERTATION SUBMISSION PROCESS FREQUENTLY ASKED QUESTIONS**

**Q: Do I have to wait until after I have defended to submit my document for the format check?**

**A:** No, you do not have to wait until after you have defended. You may submit your document for the format check prior to your defense.

**Q: How do I submit my document to have the format reviewed? May I email my Word file to the Graduate School?**

**A:** The Graduate School does not accept submissions via email. In order to submit your document for the format check, you must use the ETD Administrator system. Please follow the submission instructions on the Graduate School's Thesis & Dissertation page.

**Q: After I upload my document, do I have to click the "Submit" button? Does that mean that I am submitting the final version?**

**A:** After uploading your document, you MUST click "Submit" in order to submit it for review. Simply creating an account and uploading your file to the system is insufficient. In order to initiate the format review process, you must click "Submit".

**Q: How many deadlines are there? What do the different deadlines mean?**

**A:** In order to be eligible to graduate in the current semester, you must meet two submission deadlines: the format check deadline and the final submission deadline. After you submit your document by the format check deadline, you will receive feedback regarding the format, and will be required to make changes accordingly. The final, committee-approved, perfectly-formatted version must be submitted in the ETD Administrator system by the final submission deadline.

**Q: Can I make changes to my document after the format check deadline?**

**A:** Yes. The initial version you submit will not be considered the final version, and you will have the opportunity to submit your final version later (up until the final submission deadline).

**Q: Can I make changes to my document after the final submission deadline?**

**A:** No. No changes whatsoever may be made to the document after the final submission deadline – this includes content changes and format changes. If you must make a change after the final submission deadline, then you will be ineligible to graduate in the current semester, and the earliest you would be eligible to graduate is the following semester.

**Q: Is there a separate submission system or process for the format check and the final version?**

**A:** No, everything is submitted through the same ETD Administrator system. Simply submit your final, committee-approved version through the system, and after the format of that version has been approved, it will be considered the version of record preserved by the University forever.

**Q: Am I required to submit a bound copy?**

**A:** No, you are only required to submit the electronic version as a PDF through the online ETD Administrator system. The University does not accept or preserve bound copies. If you would like to purchase bound copies, you may choose to do so, but that is an optional service and not required by the University.

**Q: If I choose to order bound copies, will the version that I upload initially be bound?**

**A:** No, the version that you upload initially will not be bound. Only the final version that has been approved by the University will be bound and shipped to you after graduation.