ETD Routing Process

1. All updates to the thesis/dissertation should take place prior to this step.

   A committee member can check "..Early Approval" on the exam report, and will be excluded from this process.

Once the Unconditional Pass Milestone is entered into SIS, each member (not the chair/co-chair) who has not previously provided "early approval" will receive an email indicating that they can choose to approve the ETD at this point if they wish.

2. Graduate School ETD Editor reviews thesis/dissertation for format errors and communicates any changes directly to the student

3. Student corrects formatting errors indicated by Graduate School ETD Editor and makes any committee changes that were requested during the defense.

Note: Format and content updates should be finalized prior to submission of the final error free ETD.

4. Graduate School ETD Editor receives and approves formatting in the final error free file.

From this step forward, the student can only make changes to the ETD if it is denied by a committee member.

5. The committee members (not chair/co-chair) will receive an email with a link to their Worklist in the portal. From the GPoW the committee can view a pdf of the submitted thesis/dissertation. They will be able to approve/deny the file.

Once the members have approved, then the Chair/co-chair will receive notification for their approval

6. If everyone on the committee approves the thesis/dissertation the ETD file will be sent to the library.

If one person on the committee denies the thesis/dissertation all the ETD approval flags will be removed from GPoW and the student will be notified to make corrections.

7. Once the student makes the necessary corrections they will upload their new file into the ETD system and will initiate the notify to the committee indicating the new file is available for approval. The process will start back at step 5

Unconditional Pass
(and completion date > 4/1/11)

ETD Review
format only

Corrections by Student

Final Error Free ETD Approval

Email Notification to Committee

Denied by a Committee Member

Approved by Entire Committee

Corrections by Student

Milestone Updated and file sent to library