

Electronic Thesis and Dissertation-Graduate Coordinator

1. Step One (NON-ETD)

- 1.1. Confer with student about department specific requirements
- 1.2. Student assembles committee and develops topic

2. Step Two (ETD)

- 1.3. Student submits **Thesis Planning Form**
- 1.4. Student's committee members approve the form
- 1.5. Once the form is approved, you will receive an email notification
- 1.6. Using the link in the email, login to ETD to approve or reject the form

General Instructions to keep track of student progress

- **(ETD)**
 - Login to ETD using your CSUN ID and password
 - View the **Student Load** tab to keep track of each student in your department who is in the thesis process