Electronic Thesis and Dissertation-Student

1. **Step One (NON-ETD)**

   1.1. Confer with Graduate Coordinator about department specific requirements.

   1.2. Work with Thesis Chair to develop topic and assemble committee.

2. **Step Two (ETD)**

   2.1. Register with ETD

   2.2. Complete and submit **Thesis Project Planning Form**

   2.3. Make requested changes until form is approved

   2.4. Follow links to Human/Animal Research forms, if applicable

3. **Step Three (NON-ETD)**

   3.1. File Human/Animal Research forms with the Office of Research, if applicable

   (**Human**:www.csun.edu/grip/research/humanresearch)

   (**Animal:**www.csun.edu/grip/research/animalresearch)

4. **Step Four (NON-ETD)**

   4.1. Write Thesis

   4.2. Confer with Committee

   4.3. Make requested changes

   4.4. Convert thesis draft to PDF

5. **Step Five (ETD)**

   5.1. Upload PDF for Graduate Studies formatting approval

   5.2. If necessary, make requested changes or appointment

6. **Step Six (ETD)**

   6.1. Complete **Final Approval Form** and submit final thesis

6.2. If necessary, make changes to **Final Approval Form**

7. **Step Six (NON-ETD)**

    7.1. Drop off Signature Page to Graduate Studies Office (UH 265)

    7.2. If you have cleared all of your graduation requirements, your thesis/project/dissertation will be automatically submitted to the library, and you will receive an email confirmation with information on how to access your thesis