Frequently Asked Questions (Faculty)

1. My student has already filed a paper version of the Thesis Project Planning Form, and I've already signed it. Does he/she also need to submit it through ETD and must I approve it again?

Yes, even though the Thesis Project Planning Form has already been completed on paper, it must be submitted and approved again through ETD. Students cannot skip steps in the ETD process.

Please keep in mind that while resubmitting the Planning Form online requires additional time from students and faculty, the time is minimal. In addition, ETD users can save significant time later in the process by avoiding unnecessary formatting appointments; students will also save money on binding fees.

2. How will an Off-Campus Committee Member access ETD?

Once the Thesis Chair has approved the Thesis Project Planning Form, the Off-Campus Committee Member will receive an email with information on how to login to a CSUN user account. (Please allow 3-4 days for account creation.)

3. How will my student know when I've approved a form?

The current status of every submitted form is provided in ETD. The student can check this status and all signatures received to date by simply logging into ETD. Once the form has been approved, the status of that form will say "Approved." In addition, once a form has been approved by all required signers, students will receive an email notification informing him/her of the form approval.

4. How will I know that my student submitted a form on ETD?

Each committee member will receive an email once his/her student submits a form on ETD that requires committee approval.

5. Does ETD make the entire thesis process electronic? Will I still meet with my student during their thesis writing process?

No, ETD does not make the entire thesis process electronic. You will still have regular in-person meetings with your student during his/her thesis writing process. ETD only replaces campus-wide Graduate Studies paperwork, and the thesis binding and submission process.

6. Is ETD used to edit the content of a thesis?

No, content editing will still take place in-person between you and your students. Formatting approval will take place electronically between the student and the Graduate Evaluator from the Graduate Studies office.

7. How does my student create a PDF?

[Creating PDFs using a Plugin for PC (MS Word 2003) (PDF)](#)
[Creating PDFs in MS Word 2007 for PC (PDF)](#)
[Creating PDFs in MS Word 2010 for PC (PDF)](#)
[Creating PDFs automatically for Mac (PDF)](#)
[Creating PDFs in MS Word 2008 or 2011 for Mac (PDF)](#)
[Creating PDFs in OpenOffice for Mac (PDF)](#)
[Creating PDFs in OpenOffice for PC (PDF)](#)

8. It says in the Thesis Guidelines that my student needs to have a signature page as part of the final draft of his/her thesis. How does this work with ETD?

The PDF file that contains the final draft of your student's thesis will have within it a signature page that contains a place for each committee member to sign, but no actual signatures. The format of this signature page is the same as the format for printed signature pages. Once a student submits his/her final thesis, he/she will print out a hard copy of the signature page, have all committee members sign it, and then drop it off at the Graduate Studies Office (UH 265). This process is more convenient for students as it avoids them having to scan the signature page, and is more secure for faculty members as it does not release an electronic copy of their signatures to the library's digital repository.

9. Does the University require students to put their thesis in the library? What if they don't want to publish their thesis online?

Current University policy requires students to place their thesis in the library. This policy is not changing with ETD; the only difference is that the thesis will be in electronic format. In certain circumstances, however, students can request a temporary embargo (see **question 10**) of their thesis, which would allow them to delay the thesis publishing process for a given period of time.

10. What is an embargo?

An embargo is an option that allows students to delay the publication of their thesis in the library repository. Embargoes will be granted for limited reasons, including plans for future external publication, sponsored research, and pending patents. ETD allows for an embargo of up to 2 years, at which point the thesis will be automatically published unless the student files a manual request for an embargo extension through the Associate Vice President of Graduate Studies (UH 265 or (818) 677-2138). When requesting an embargo, students must provide a reason for doing so, and the embargo must be approved by their committee as part of the final approval form.

11. I have received a request from a student I don't know. What do I do?

You should choose to "Not Approve" the form, and provide a reason why in the "Indicate Require Changes" section.