Electronic Thesis and Dissertation—Faculty (Committee Members)

Blue: Non-ETD / Green: ETD

Step 1 Non-ETD

1.1 Work with student to fulfill department specific requirements and develop thesis topic

Step 2 ETD

2.2 Student submits **Thesis Project Planning Form**

2.3 Once student submits form, you will receive an email notification

2.4 Using the link in the email, login to ETD to review and process the form

Step 3 Non-ETD

3.1 Student files Human/Animal Research forms with the Office of Research, if applicable

Step 4 Non-ETD

4.1 Student writes Thesis

4.2 Confer with student during thesis writing process

4.3 Student makes requested corrections

Step 5 ETD

5.1 Student uploads PDF for Graduate Studies formatting approval

Step 6 ETD

6.1 Student completes **Final Approval Form** and **submits final thesis**

6.2 Once the student submits the form, you will receive an email notification

6.3 Using the link in the email, login to ETD to approve or reject form

Step 7 Non-ETD

7.1 Sign student's Signature Page

7.2 Student drops off Signature Page to Graduate Studies Office (UH 265)

7.2 If the student has cleared all of his/her graduation requirements, his/her thesis will be automatically submitted to the library, and you will receive an email confirmation