Frequently Asked Questions (Student)

1. I've already filed a paper version of the Thesis Project Planning Form. Do I have to also submit it through ETD?

Yes, even though you've already completed your Thesis Project Planning Form on paper, you must submit it through ETD. You cannot skip steps in the ETD process.

Please keep in mind that while resubmitting the Thesis Project Planning Form online requires additional time, the time is minimal. Furthermore, by using ETD you can save significant time later in the thesis approval process by avoiding unnecessary formatting and thesis submission appointments. By using ETD, you will also save money on binding fees.

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

Once your Thesis Chair has approved your 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. I've just submitted a form on ETD. How will I know when it is approved?

The current status of every submitted form is provided in ETD. You can check this status, as well as 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 the form has received all of the required approval signatures, you will receive an email from ETD notifying you that your form has been approved.

4. How will my committee members know that I've submitted a form on ETD?

Each committee member will receive an email once you've submitted a form on ETD.

5. Does ETD make the entire thesis process electronic? Will I still meet with my thesis chair and committee members?

No, ETD does not make the entire thesis process electronic. You will still have regular in-person meetings with your thesis chair and your committee members during your 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 my thesis?

No, content editing will still take place in-person between you and your committee members. Formatting, however, is part of the ETD process, and will take place electronically between you and the Graduate Evaluator from the Graduate Studies office once you have reached the final draft stage of your thesis.

7. How do I 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. Is the electronic Graduate Studies formatting process as thorough as the previously in-person process?

The electronic formatting process in ETD is just as thorough as the previous process. Graduate Studies evaluators review all of the same formatting criteria, and use it to give you the same feedback.

9.   It says in the Thesis Guidelines that I need to have a signature page as part of the final draft of my thesis. How does this work with ETD?

The PDF file that contains the final draft of your 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, and is specified in the Thesis Guidelines. Once you submit your final thesis, you will print a hard copy of the signature page, have all

your committee members sign it, and then drop it off at the Graduate Studies Office (UH 265). This process is more convenient for you as it avoids you having to scan the signature page, and is more secure for faculty members as it does not release an electronic copy of their signatures.

10. Does the University require students to put their thesis in their library? What if I don't want to publish my 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, you can request an embargo (see **question 11**) of your thesis, which would allow you to delay the thesis publishing process for a given period of time.

11. 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 up to 2 years. At the expiration of your embargo, your thesis will automatically be published unless you file 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, you must provide a reason for doing so, and the embargo must be approved by your committee as part of the final approval form.

12. What if I want to get my thesis bound?

Website: Katercrafts.com/ThesesOnline.htm

Email: katercrafts@earthlink.net