Electronic Theses & Dissertations — For Students

Student creates account in Digital Commons/ETD

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Make sure title appears in Title Capitalization and not ALL CAPS in the dialogue box that holds your metadata

After you have shared your document with your committee and they have approved your manuscript, upload completed manuscript to the Digital Commons/ETD. Do not upload documents that are incomplete as all submitted documents are sent directly to committees for review and approval. Documents that are incomplete or lack clear and concise writing will be returned to the student and committee for revision, which may impact the completion of this program requirement for graduation.

Manuscripts are sent to committee for review... this is before the College of Graduate Studies reviews the document for formatting. Students and committees are expected to provide a document that meets the style and writing requirements identified for their college. See ETD Manual

The College of Graduate Studies reviews documents after the committee has approved the document in the Digital Commons/ETD. Documents that do not meet the style guidelines and/or reflect accurate and clear writing will be returned to the student/committee for revision until requirements are met.

Students will receive an email from the Digital Commons when their document has been accepted and is available for viewing in the Digital Commons/ETD. When the document has been accepted and is considered complete, the Registrar’s Office will be informed that the thesis/dissertation requirement for graduation has been completed.

All deadlines posted in the Registrar’s Academic Calendar should be met in order for students to graduate during the identified term.