

STEPS IN THE ETD PROCESS

PLEASE READ CAREFULLY

Step 1: Application for Degree

You must submit an Application For Degree/Exit Survey (AFD) along with the \$15 fee prior to the deadline for the semester that you anticipate graduation. The forms are available in the Graduate School office or on our website at www.wichita.edu/gradsch. The AFD prompts the Graduate School to place your name on a list of prospective graduates for that given semester and complete a degree audit of your specific degree requirements. All students are also required to be enrolled during the semester of graduation. ***Enrollment should be appropriate for your terminal activity, i.e.: thesis students enroll in thesis research hour(s), dissertation students enroll in dissertation research hour(s).***

Step 2: Scheduling your defense

Your 'Request to Schedule Oral Defense' form must be submitted by the department at least two weeks prior to the defense. Once this form is submitted to the Graduate School, the degree audit specialist will send the 'Recommendation for Degree' form (RFD) to the Committee Chair.

Step 3: Your Defense

Defend your Thesis/Dissertation at the date and time scheduled. The defense must be held on or before the defense deadline for a given semester. If the defense is held after the deadline for the semester for which you have submitted your AFD, then you will need to re-submit your AFD and \$15 fee for the following semester. You will also need to be enrolled again for the following semester if you failed to complete the defense on or before the defense deadline.

Step 4: Recommendation for Degree form (RFD)

Make any necessary corrections to the Thesis/Dissertation as requested by the committee. If no corrections are needed, the Committee may sign the 'Recommendation for Degree' Form. **The Committee may not sign until all the corrections have been made and all committee members have approved the Thesis or Dissertation.** The committee chair is responsible for forwarding the RFD, and change of grade forms to the graduate school.

ENGINEERING DOCTORAL STUDENTS ONLY: The RFD form must also be signed by the College Dean before being submitted to the Graduate School.

The signed RFD form, and any necessary Change of Grade forms **must** be received by the Graduate School **prior** to the Degree Audit Format Check.

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Step 5: Degree Audit Format Check - Bring a hard copy of your document

Now you can make an appointment with the degree audit specialist to check the format. If you follow the 'GUIDE to PREPARATION of THESES/DISSERTATIONS – Fall 2006', you should have very few or no changes. Once the degree audit specialist has reviewed your Thesis/Dissertation, you will be asked to return to the Graduate School with your corrected copy, if there are any changes. (no appointment required). When no additional corrections are needed, Graduate School approval will be given.

Effective Summer 2007: All Theses and Dissertations MUST include the Copyright page.

Step 6: Convert your document to a pdf file. (see "HELPFUL RESOURCES")

Use the following format when saving: **FirstnameLastname.pdf**
Comments: Semester/Year

Step 7: Submit the required forms (see "HELPFUL RESOURCES")

If you have not already printed the required forms from Blackboard, they will be given to you at the Degree Audit format check. Only AFTER the paperwork and appropriate fee are submitted, will the degree audit specialist accept the electronic submission of your pdf file.

- 1) WSU ETD Access Agreement Form
- 2) ETD fee - \$40 (payable by cash, check or credit card)

Additional forms for **DOCTORAL STUDENTS ONLY:**

- 3) Survey of Earned Doctorates

FINAL STEP: Submit your pdf file to the Graduate School
Your document must be one file only, in pdf form.

- 1) Log on to Blackboard. www.blackboard.wichita.edu
- 2) Enter class 'Graduate School ETD'
- 3) Click on Tools
- 4) Click on Digital Dropbox link
- 5) Click on **SEND File** *do NOT click on Add file*
- 6) Name Field: Type YOUR NAME (**Last, First**)
- 7) Under File field, Click **Browse**
- 8) Locate pdf file and double-click it
- 9) In Comments box: type your Graduation Semester/Year (ex: **Summer 2007**)
- 10) Click **Submit**
- 11) A dialog box will open up with the message:

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Receipt: Success

(Name of File) The file has been sent to the selected users with role of Instructor.

12) Click **OK**.

13) Click **OK** again.

14) Check with the degree audit specialist to make sure that the ETD was received successfully. [Call Val @ 978-6247](tel:978-6247).

Once approval has been given by the Graduate School, no changes can be made to the ETD. A CD-Rom of your ETD will be provided to you, your thesis/dissertation advisor, and committee members. The Graduate School is responsible for sending a copy of the ETD to the Shocker Open Access Repository (SOAR) at the WSU Library.

NOTE: You Will NOT Be required to submit a bound copy of your thesis/dissertation to anyone.

For Departmental Archives, the committee Chair may request two low-cost hard copies on Non-archival paper, and bound using any low-cost binding method.

HELPFUL Blackboard RESOURCES:

Log onto the Blackboard course “Graduate School-ETD” for instructions and assistance:

To print the required forms - Go to: Course Documents.

For instructions and free downloads for pdf conversion – Go to: External Links.

For a detailed deadline description – Go to: Course Calendar (view month of graduation)

To see the entire Pdf file of the *Guide to Preparation of Thesis and Dissertations* – Go to: Course Information