

Process Guidelines for Electronic Submission Of Culminating Projects

Theses, dissertations, creative works, and starred papers may be submitted through the electronic submission process. *Plan C* papers are considered on a case-by-case basis. Please contact the School of Graduate Studies at gagrad6@stcloudstate.edu.

Graduation Deadlines

The School of Graduate Studies will process graduations six (6) times per year. Students wishing to graduate with a specific graduation date must meet all posted deadlines for that graduation date or apply for the next available date. ***Please note that students are required to be enrolled in the term that they graduate.***

- Early Summer (June)
- Summer (August)
- Early Fall (October)
- Fall (December)
- Early Spring (March)
- Spring (May)

Completion Timeline

- *Application for Graduation* – submitted by end of 4th week of the term.
- *Request to Hold Final Oral* (final committee meeting) received by the end of 10th week of the term (six [6] weeks prior to graduation date).
- Formatted document submitted for preliminary format review.
- Final oral held prior to end of the 12th week of term (four [4] weeks from graduation).
- Final committee-approved, and fully and accurately formatted, ETD submitted by the last day of the 15th week of the semester (end of classes).
- Finals week (week 16) is reserved for review and resubmissions. No new submissions for the current term.
- Following finals week, students may begin early submission for the following graduation period.

ETD Submission Process ~ Student

- Attend a thesis/dissertation workshop addressing formatting guidelines and ETD submission, view the associated PowerPoint presentation online, or meet with the format reviewer.
- Student submits fully-formatted draft of culminating project (CP) to faculty committee two (2) weeks in advance of final defense (final committee meeting).
- Student submits fully-formatted copy to School of Graduate Studies through ETD intake two (2) weeks in advance of final oral (pre-defense format review).
 - Submitted document must be formatted according to the approved disciplinary style and the guidelines outlined in the *Preparation of Culminating Projects for Electronic Submission*.

- Formatted document must include title page, abstract (not required for creative works or starred papers), table of contents, and correct in-text citations, references, and appendices. Citations and included references must be congruent.
- In addition, a works consulted list may be included in an appendix if the sources are not indicated in the body of the CP.
- Student receives feedback from format reviewer in approximately two (2) weeks (ten [10] business days).
- Student makes formatting corrections and any revisions required by the committee.
- Advisor reviews revisions and sends signed committee approval form to School of Graduate Studies.
- Student uploads final, approved, and formatted culminating project to the Institutional Repository (IR) through ETD intake.
 - Student enters **name, program, school or college, document title, abstract (thesis and dissertation), keywords, and chair/committee members' names and emails.**

THEN

- Following advisor approval, the School of Graduate Studies (SGS) reviews the final submission and places the document in the queue for publishing to the IR.
- SGS notifies Office of Records and Registration that the culminating project is complete.
- Student, advisor, and college dean receive notifications that the culminating project has been accepted and published to the Institutional Repository.

OR

- If additional formatting corrections are needed, or the chair does not approve submitted document, the student receives notification that additional changes are needed.
- The student makes changes as required prior to final deadline and uploads corrected document through ETD intake.
- Format reviewer does final check and accepts the re-submitted document. The committee chair is notified that the final copy is again available for review and approval. Following advisor approval, the School of Graduate Studies reviews the final submission and places the document in the queue for publishing to the IR.
- SGS notifies Office of Records and Registration that the culminating project is complete.
- Student, advisor, and college dean receive notifications that the culminating project has been accepted and published to the Institutional Repository.

ETD Submission Process ~ Faculty

- Direct student as to which disciplinary style guide should be used for formatting, or direct student to the SCSU formatting guides for electronic submission.
- Direct student to submit the formatted culminating project to the School of Graduate Studies and the culminating project committee two (2) weeks in advance of the final oral defense.
- Provide student with feedback on content, disciplinary style (if used), in-text citations, and references (citations/references should be in the disciplinary style and accurate).
- Print the committee approval form and bring to the final defense. Collect signatures from the committee members.

- Hold form until student has completed any corrections required by the committee, sign, and submit to SGS.
- Review the final electronic submission of the student's culminating project for accuracy and approve electronically (may be required more than once depending on the accuracy of the student submission).

ETD Process ~ School of Graduate Studies

- Provide formatting and submission workshops in a variety of formats, as to be accessible to all students and disciplines.
- Preliminary review of formatting and citation/referencing for culminating projects in the ETD intake.
- Provide feedback to student on formatting, style, referencing, citations, etc. within ten (10) business days of submission.
- Perform the final review of formatting and citation/referencing for culminating projects in the ETD intake.
- Notify the faculty chair that the final document is ready for review and approval.
- Receive final approval and publish the ETD to the Institutional Repository.

ETD Process and Responsibilities ~ Learning Resources

- Maintain the Institutional Repository
- Support electronic submission of theses and dissertations, and other culminating projects
- Metadata
- Archive