

Navigating the ETD Process

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ETD Overview

- ETD stands for Electronic Thesis/Dissertation
- Our review process focuses on the format, not the content.
- ETD Resource Center website:
 - <http://www.grad.usf.edu/ETD-res-main.php>

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Graduate Student Life Guide

USF Office of Graduate Studies
The University of South Florida Office of Graduate Studies, the Office of Graduate Programs, and the Office of Research and Innovation provide a variety of teaching opportunities for graduate students. [More About Us](#)

Federal Financial Aid Eligibility

Please read our important FAQ about satisfactory academic progress and its potential effects on federal financial aid eligibility. Follow this link for more information.

Partnership for graduate education at the University of South Florida. With our Colleges, Schools, and Centers, we offer a wide range of master's, doctoral, dual-degree, and certificate academic programs in addition to research and

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Electronic Thesis & Dissertation (ETD) Resource Center

Welcome to the Electronic Thesis and Dissertation (ETD) Resource Center. It is essential that all thesis-masters and doctoral students become familiar with the submission process, registration process, and the formatting requirements.

UPDATES: We have recently incorporated a number of updates to the ETD Process, including:

- **Graduation for Application** is now completed online through your OASIS account.
- **Grad Studies Exit Survey** has been incorporated in the Application for Graduation, so we've removed that requirement. Students no longer have to turn in a Grad Studies Exit Survey printout with their Certificate of Approval.
- **Online ETD Workshop** information and requirements have been updated with additional details.

All of these changes can be seen throughout the ETD Resource Center website, and in the ETD Guidebook.

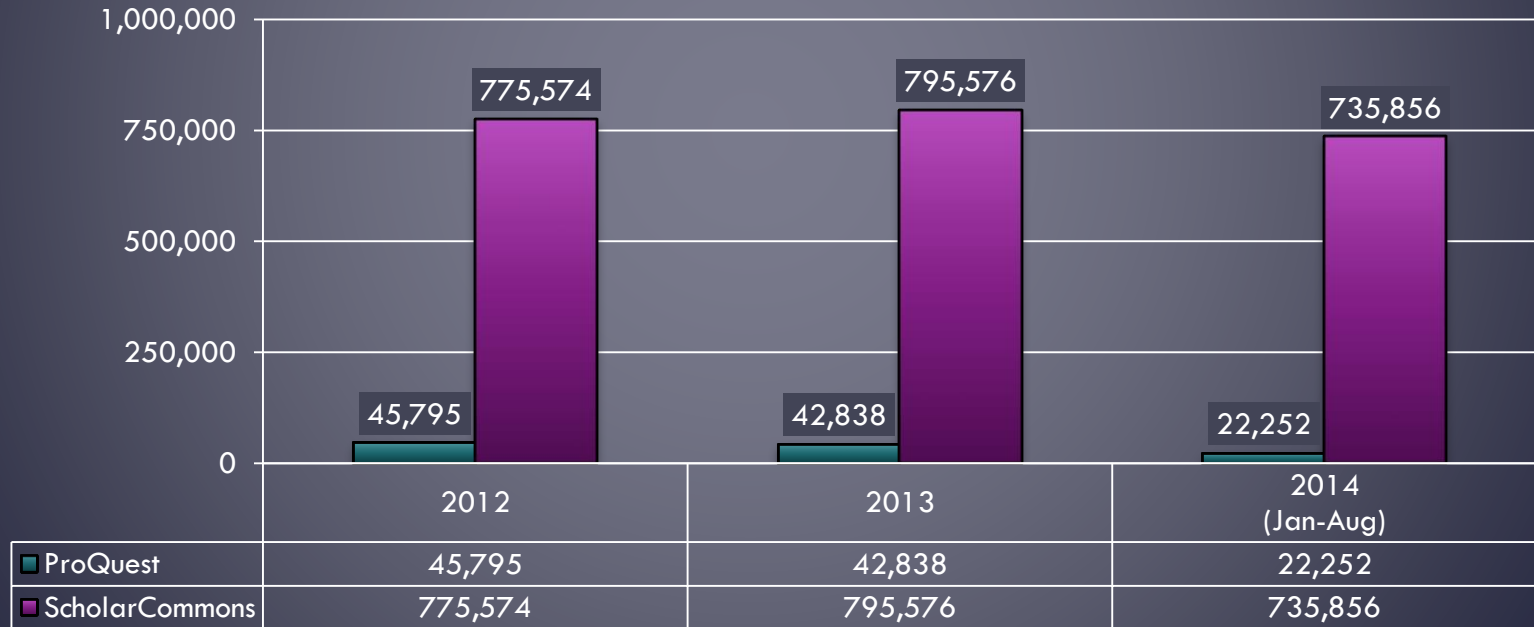


Why Does Proper Format Matter?

Why Does it Matter?

- ETDs are one of the most public faces of USF.

Full-text Downloads



Why Does It Matter?

Proper format review:

- Creates a consistent look for USF ETDs.
- Provides clear & pertinent information. (Title Page, Table of Contents, etc.)
- Approved ETD looks clean, professional, easy to navigate.



ETD Timeline

Timeline – Prior to Final Semester

- Semester Prior:
 - Attend in-person/online ETD Workshop
 - Review the formatting and process information on the ETD Resource Center website.

Timeline – Final Semester

- Final Semester:
 - Complete **Application for Graduation** (OASIS) & the accompanying Exit Survey.
 - **Defend final Thesis/Dissertation.**
 - Complete **plagiarism check** via Canvas
 - Students upload their committee-approved ETD.
 - .doc files with no figures/pictures, under 20mb in size are recommended.
 - Finished results should be reviewed by major professors/committees to ensure originality.

Timeline – Final Semester

- **Office of Grad Studies ETD Process Registration**
 - Matches student records and gathers additional information.
 - Used to create Commencement book.
- **Certificate of Approval Packet Submission**
 - Original Certificate of Approval
 - First page of plagiarism result summary
 - (and the NORC Survey completion page if Doctoral)

Deadlines/Extensions

- If a student has extenuating circumstances that prevent them from having everything turned in by the deadline:
 - Major Professor must email Dr. Harries (harries@usf.edu), stating:
 - Student's name
 - USF ID
 - Reason for extension
 - Proposed extension deadline

Dr. Harries will then approve on a case-by-case basis.

ETD Review Process

- Review can take up to 5-7 business days, depending on current workload.
- Students sent emails informing them of needed changes.
- Approval emails are sent to everyone listed on Certificate of Approval.

ETD Review Process

- Fees are assessed shortly after approval and posted in OASIS. Current fees can be found at:
http://www.grad.usf.edu/ETD_Req_04_ProcessingFees.php.
- “S” grades are submitted to the Registrar at the end of the semester, once all ETDs have completed the process.

Assistance for Students

- 1-on-1 Help Sessions
- Email – Students can also email ETD@grad.usf.edu with questions and we can help remotely.