



Direct 2U

Information Sharing from
the Graduate College

An Overview of the Departmental Thesis Format Review

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Before we get started...

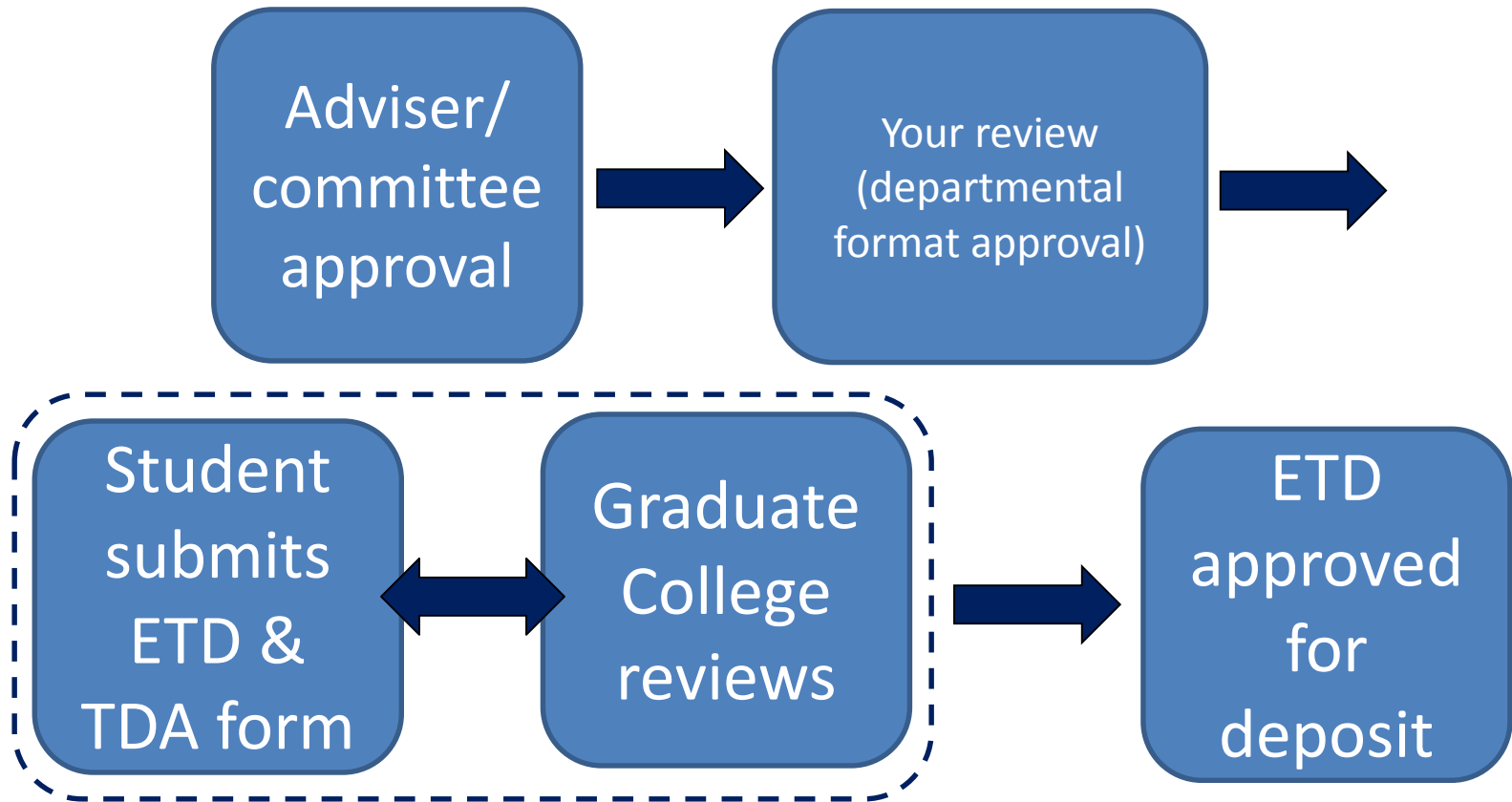
- This webinar, including voice and typed comments, is being recorded and will be posted on the Graduate College website
- You can submit typed questions at any time during the presentation; to ask a question, please un-mute your phone
- For any technical questions, please contact our Grad College IT department at 244-2901, or by email at GradIThelp@illinois.edu
- For a schedule of upcoming Direct 2U sessions and related materials, see: <http://www.grad.illinois.edu/direct2u>



Today's plan:

- Overview of deposit process
- Thesis review timeline and process
- ETDs and completing a deposit
- Questions

Overview of Deposit Process



Submission ≠ Deposit



Graduate College strongly recommends students submit at least one week prior to deposit deadline

Tips!

- ★ Implement a deadline for departmental review 1 to 2 weeks before Graduate College deadlines
- ★ Notify students of deadlines throughout the semester
- ★ Require students to file a title page with the Thesis Office (email PDF/Word doc to thesis@Illinois.edu) before your review



Departmental Review Timeline

- 1 Student submits thesis to departmental reviewer
- 2 Reviewer contacts student with requested changes (if any)
- 3 Student makes all corrections
- 4 Reviewer completes online approval form & sends to Thesis Office
- 5 Student submits ETD



Departmental Review Approval Form



- Available on Graduate College website
- <https://illinois.edu/fb/sec/2933214>
- Only available to thesis reviewers listed on Authorized Signatures form
- Automated email sent to thesis reviewer upon student submission



Departmental Review Form

Q. What if a student submits an ETD before receiving departmental format approval?

A. You will be copied on an email to the student stating that the ETD review is on hold pending departmental approval. The student will be instructed to send you their thesis if they have not already done so.



Thesis Review Process

A sample five-step review:

- ① **Page numbers:** Numbered correctly
- ② **Headings:** No typos; numbered correctly (if numbered)
- ③ **Figures/tables:** Numbered correctly and consistently; display (cont.) notation if multi-page
- ④ **Table of Contents:** Entries must exactly match text (spelling & page numbers)
- ⑤ **Overview:** Margins, title matches TDA, appendices, blank pages, etc.



Thesis Review Process

Checking a corrected thesis:

Check **page numbers**

Spot check several headings in the **Table of Contents**

Check **corrections**

One last **overview**



Tips!

- ★ Electronic review is faster than hard copy
- ★ If dual monitors aren't an option, print Table of Contents pages to compare against PDF.



ETD Submission: A 5-Step Process

1 Verify Your
Information

Enter information about degree

2 License
Agreement

Review & agree to IDEALS license

3 Document
Information

Enter ETD info & select release option

4 Upload
Your Files

Upload PDF file

5 Confirm
& Submit

Review info entered & submit to Grad College



Required Deposit Items

Master's students


- ✓ 1 electronic copy of thesis (PDF file)
- ✓ 1 Thesis/Dissertation Approval (TDA) form

Doctoral students

- ✓ 1 electronic copy of thesis (PDF file)
- ✓ 1 Thesis/Dissertation Approval (TDA) form
- ✓ ProQuest Agreement
- ✓ Survey of Earned Doctorates (PhD and JSD only)



Thesis/Dissertation Approval (TDA) Form

 The Graduate College University of Illinois at Urbana-Champaign	
Thesis/Dissertation Approval Form	Student's UIN:
Student's name:	
Degree sought: Master of Arts <input type="button" value="v"/>	
Thesis/dissertation title:	
We, the undersigned, recommend that the thesis/dissertation listed above be accepted in partial fulfillment of the degree requirements.	
Director of research/adviser approval	
_____ Director/adviser	_____ Co-director/adviser
Final examination committee approval (required for doctoral dissertations only)	
_____ Chair	_____ Co-chair
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member
Departmental approval	
_____ Head of department/program	_____ Date
<small>The signature of the department head, or authorized signatory, is an assertion of the authenticity of the committee signatures and the acceptability of the thesis/dissertation to the department; therefore, this signature must be original (wet). Signatory must sign his or her own name.</small>	

Deliver original
hard copy to 204
Coble Hall



TDA Requirements

- Correct **UIN**
- **Student name** should match title page
- **Title** must match title page
- **Degree** must match SGASTDN
- Required number of **signatures** on same form

Master's =

Director of Research +
Department Head

Doctoral =

Director of Research +
Department Head +
ALL voting committee members



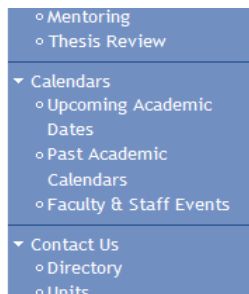
Deposit

- Email notification to departmental format reviewer, student, and adviser that deposit has been completed
- Other considerations:
 - Degree Certification Letter
 - Bound copies



Resources

- Graduate College Thesis Requirements
<http://www.grad.illinois.edu/graduate-college-thesis-requirements>
- Online Faculty/Staff Toolkit for Thesis Deposit and Review
 - grad.illinois.edu
 - Information For → Faculty and Staff
 - Thesis Format Reviewer



Graduate Faculty Authorizer:

Executive Officer's designee responsible for updating the Graduate College relating to [more...](#)

Thesis Format Reviewer:

The person responsible for thesis format review and approval at the unit level. [more...](#)

Departmental Degree Certifier:



Resources

[ADMISSIONS](#)[ACADEMIC SUPPORT](#)[RESOURCES](#)[FUNDING & EMPLOYMENT](#)[STUDENT LIFE](#)[DIVERSITY](#)[INTERNATIONAL](#)

FACULTY STAFF RESOURCES

[Handbook & Policies](#)[Petitions/Record Requests](#)[Forms](#)[Exams & Committees](#)[AIDE](#)[Graduate College Data & Databases](#)[Graduate College Committees](#)

▼ Toolkits

- Admissions & Recruiting
- Annual Student Review
- Best Management Practices
- Broadening Participation
- Course & Program Proposals
- Fellowships & Assistantships
- Mentoring
- Thesis Review

▼ Calendars

- Upcoming Academic Dates
- Past Academic

Resources for Thesis Format Reviewers

Thesis Format Reviewer: The department's resource on all matters related to thesis and dissertation deposit. In addition to reviewing and approving the format of theses for students in the program(s), this person is responsible for communicating timely information about the deposit process to students and faculty, including deposit deadlines, format requirements, and the details of the department's review procedure. This person is authorized to access the online Departmental Format Approval Form, which the Graduate College must receive before it will review a student's thesis, and will be included in our Thesis Reviewer email list.

A Thesis Format Reviewer is named by the Executive Officer of a unit using the [GC Authorized Signature Form](#). (See [Instructions](#))

- [Training Materials for Thesis Format Reviewers](#)
- [Resources for Thesis Format Reviewers](#)
- [Departmental Format Approval Process](#)
- [Checklists and Other Downloadable Deposit Resources](#)
- [Frequently Asked Questions: Thesis Deposit](#)

Workshop for Thesis Format Reviewers

The most recent Graduate College workshop for departmental thesis reviewers was held during Fall 2010 semester on October 13 and 20. The [slide presentation from this workshop](#) is available in PDF format.

Resources for Thesis Format Reviewers

- [Theses and Dissertations](#) (Graduate Handbook)
- Graduate College [Thesis Requirements](#)
- [Title page requirements](#)
- Thesis deposit deadlines are listed on the [Graduate College Thesis and Dissertation](#)

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Direct 2U - Information Sharing from the Graduate College

Thank you!

Any Questions?

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Walk-in hours:
T, H, F 1-4:45 pm

