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

Student submits ETD & TDA form

Adviser/committee approval

Your review (departmental format approval)

ETD approved for deposit

Graduate College reviews
Submission ≠ Deposit

Student submits ETD & TDA form

Graduate College reviews

ETD approved for 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
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

<table>
<thead>
<tr>
<th>Master’s students</th>
<th>Doctoral students</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 1 electronic copy of thesis (PDF file)</td>
<td>✓ 1 electronic copy of thesis (PDF file)</td>
</tr>
<tr>
<td>✓ 1 Thesis/Dissertation Approval (TDA) form</td>
<td>✓ 1 Thesis/Dissertation Approval (TDA) form</td>
</tr>
<tr>
<td></td>
<td>✓ ProQuest Agreement</td>
</tr>
<tr>
<td></td>
<td>✓ Survey of Earned Doctorates (PhD and JSD only)</td>
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</table>
Thesis/Dissertation Approval (TDA) Form

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
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
Thank you!
Any Questions?

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