



## COLLEGE OF GRADUATE STUDIES

THE UNIVERSITY OF TOLEDO

Check with your advisor to ensure that all department and college requirements and deadlines are met in a timely manner to ensure compliance with Graduate College deadlines

All resources for ETD Preparation, ETD Submission, and Graduation can be found here:  
<http://www.utoledo.edu/graduate/currentstudents/>

If you have questions about the deadlines or materials required for **ETDs**, please contact Teri Green  
 e-mail: [etdsvcs@utoledo.edu](mailto:etdsvcs@utoledo.edu)  
 Phone: 419.530.5249.  
 Phone: 419.383.4113.

If you have questions about the deadlines or materials required for **Graduation**, please contact Elissa Falcone  
 e-mail: [GCAcademicSvcs@utoledo.edu](mailto:GCAcademicSvcs@utoledo.edu)  
 Phone: 419.530.4269.  
 Phone: 419.383.4113.

# Thesis & Dissertation (ETD) Deadlines

Term	Graduation Application*	Format Review	Acceptance Form	Final Document Submission to OhioLINK**
Fall 2015	Friday, September 18, 2015	Friday, November 13, 2015	No later than one week before date of defense	Friday, December 11, 2015
Spring 2016	Friday, January 29, 2016	Friday, April 1, 2016	No later than one week before date of defense	Friday, April 29, 2016
Summer 2016	Friday, May 27, 2016	Friday, June 24, 2016	No later than one week before date of defense	Friday, August 5, 2016
<b>Additional Details:</b>	<ul style="list-style-type: none"> <li>• Submit <i>Application for Graduation</i> online through the <a href="#">myUT portal</a> "Apply to Graduate" link located in My Records section of the Toolkit menu</li> <li>⇒ Students will receive a degree audit via UTAD e-mail detailing outstanding requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit your document as a PDF file to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a></li> <li>⇒ Does not have to be final or defended version—just a complete draft with all required components</li> <li>⇒ Content is not reviewed—just presentation and formatting elements</li> </ul>	<ul style="list-style-type: none"> <li>• Submit form <b>hardcopy</b> or by email to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a> (digital signatures are accepted)</li> <li>⇒ Upon receipt of the form, the defense will be publicized via the College of Graduate Studies' website as determined by your academic program</li> <li>⇒ Submit form as early as possible, as soon as your defense is scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• Upload final document (PDF file format) to <a href="#">OhioLINK</a>.</li> <li>• Submit <i>Approval of Thesis/Dissertation Form</i> hardcopy with all required signatures</li> <li>• Submit <i>Intellectual Protection Form</i> hardcopy with all required signatures</li> <li>⇒ All uploads are reviewed and you will be notified via your UTAD e-mail if the upload was accepted or returned for further correction. Failure to make corrections or complete any required forms within the specified timeframe may result in delays in graduation and/or publishing the ETD</li> <li>• <b>Doctoral Students Only</b></li> <li>⇒ Complete <i>Survey of Earned Doctorates</i> online</li> </ul>

**Regarding Deadlines:** The deadlines for Graduation Application, Format Review, and Acceptance form are considered "benchmark" deadlines. Adhering to these deadlines will expedite the process and help you avoid unexpected obstacles to a successful graduation. Applications, requests, and forms turned in after these posted deadlines will still be accepted\*, but turnaround times may be slower as we process in the order received and as time permits.

\* Graduation Application: Applications will NOT be accepted after the term has ended

\*\* OhioLINK Submission Deadline is firm—no exceptions are granted. You must upload a completed, approved ETD to OhioLINK no later than 11:59pm on the posted deadline to meet this portion of the graduation requirement. No hard copies are required or accepted. Failure to meet this deadline will require reapplying for graduation in a new term and registering for a minimum of one graduate credit hour.