



# Thesis & Dissertation (ETD) Deadlines

## COLLEGE OF GRADUATE STUDIES

THE UNIVERSITY OF TOLEDO

Consult with your advisor early to coordinate graduation requirements and deadlines from the department/program as well as the Graduate College in order to ensure successful degree completion.

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: 419.383.4113.

If you have questions about the deadlines or materials required for **Graduation** in

Colleges of Medicine, Nursing, Pharmacy,

Please contact Teri Green  
E-mail: [teresa.green@utoledo.edu](mailto:teresa.green@utoledo.edu)  
419.383.4113

All other colleges,  
please contact Elissa Falcone  
e-mail: [GCAcademicSvcs@utoledo.edu](mailto:GCAcademicSvcs@utoledo.edu)  
Phone: 419.530.4269.

Term	Graduation Application*	Format Review	Defense Acceptance Form & Intellectual Protection Form	Final Document Submission to OhioLINK**
Fall 2017	Friday, September 15, 2017	Friday, November 17, 2017	No later than fifteen (15) business days prior to the date of defense	Friday, December 15, 2017
Spring 2018	Friday, February 2, 2018	Friday, April 6, 2018	No later than fifteen (15) business days prior to the date of defense	Friday, May 4, 2018
Summer 2018	Friday, June 1, 2018 (estimated)	Friday, July 6, 2018	No later than fifteen (15) business days prior to the date of defense	Friday, August 3, 2018
<b>Additional Details:</b>	<p>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</p> <ul style="list-style-type: none"> <li>⇒ Students will receive a degree audit via UTAD e-mail detailing outstanding requirements</li> <li>⇒ The degree audit tool in your myUT portal only works for undergraduate students</li> <li>⇒ Each degree program requires an application for graduation, even certificates</li> </ul>	<p>Submit your document as a PDF file to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a></p> <ul style="list-style-type: none"> <li>⇒ Does not have to be final or defended version—just a complete draft with all required sections</li> <li>⇒ Content is not reviewed—just presentation and formatting elements</li> <li>⇒ The reply will be sent via email with information on corrections needed</li> </ul>	<p>Submit Defense Acceptance and <a href="#">Intellectual Protection</a> forms by email (digital signatures are accepted) to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a> or hard copy with all required signatures to our office</p> <ul style="list-style-type: none"> <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> </ul> <p>The <i>Acceptance</i> form and the <i>Intellectual Protection</i> form should accompany each other and be submitted together to the Graduate College. Incomplete or unsigned forms will be returned</p>	<ul style="list-style-type: none"> <li>• Upload final document (PDF file format) to <a href="#">OhioLINK</a>.</li> <li>• Submit <a href="#">Approval of Thesis/Dissertation Form</a> to our office hard copy with all required signatures (except the Dean of College of Graduate Studies)</li> </ul> <ul style="list-style-type: none"> <li>⇒ All uploads are reviewed and you will be notified via your UTAD e-mail within approximately 30 days 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> </ul> <ul style="list-style-type: none"> <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 successfully defended, completed, approved ETD to OhioLINK no later than 11:59pm on the posted deadline to meet this portion of the graduation requirement. Failure to meet this deadline will require reapplying for graduation in a new term and registering for a minimum of one graduate credit hour. No hard copies, signed title pages and/or abstracts are required or accepted.