



COLLEGE OF GRADUATE STUDIES

THE UNIVERSITY OF TOLEDO

Thesis & Dissertation (ETD) Deadlines

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
 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: GCACademicSvc@utoledo.edu
 Phone: 419.530.4269.
 Phone: 419.383.4113.

Term	Graduation Application*	Format Review	Acceptance Form & Intellectual Protection Form	Final Document Submission to OhioLINK**
Fall 2016	Friday, September 16, 2016	Friday, November 4, 2016	No later than fifteen (15) business days prior to the date of defense	Friday, December 9, 2016
Spring 2017	Friday, February 3, 2017	Friday, March 31, 2017	No later than fifteen (15) business days prior to the date of defense	Friday, April 28, 2017
Summer 2017	Friday, May 26, 2017	Friday, June 23, 2017	No later than fifteen (15) business days prior to the date of defense	Friday, August 4, 2017
Additional Details:	<ul style="list-style-type: none"> • Submit <i>Application for Graduation</i> online through the myUT portal "Apply to Graduate" link located in My Records section of the Toolkit menu ⇒ Students will receive a degree audit via UTAD e-mail detailing outstanding requirements. 	<ul style="list-style-type: none"> • Submit your document as a PDF file to etdsvcs@utoledo.edu ⇒ Does not have to be final or defended version—just a complete draft with all required components ⇒ Content is not reviewed—just presentation and formatting elements 	<ul style="list-style-type: none"> • Submit Acceptance of Thesis or Dissertation for Defense form by email (digital signatures are accepted) to etdsvcs@utoledo.edu or hard copy ⇒ Upon receipt of the form, the defense will be publicized via the College of Graduate Studies' website as determined by your academic program • Submit Intellectual Protection Form hardcopy with all required signatures, or scan and send via email <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</p>	<ul style="list-style-type: none"> • Upload final document (PDF file format) to OhioLINK. • Submit Approval of Thesis/Dissertation Form hard-copy with all required signatures ⇒ 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 • Doctoral Students Only ⇒ Complete <i>Survey of Earned Doctorates</i> online

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.