

# Thesis & Dissertation (ETD) Deadlines

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.

**ETD Information and Instructions**  
[utoledo.edu/graduate/currentstudents/](http://utoledo.edu/graduate/currentstudents/)

**ETD-related questions**  
 Contact Teri Green  
[etdsvcs@utoledo.edu](mailto:etdsvcs@utoledo.edu)

**Graduation-related questions**  
 Contact Academic Affairs  
[GCAcademicSvcs@utoledo.edu](mailto:GCAcademicSvcs@utoledo.edu)

**Grades, transcripts, diplomas**  
 Contact the registrar's office  
[utoledo.edu/offices/registrar/](http://utoledo.edu/offices/registrar/)

**Commencement**  
 Registrar's office page  
[utoledo.edu/offices/registrar/commencement](http://utoledo.edu/offices/registrar/commencement)  
 University's page  
[utoledo.edu/commencement](http://utoledo.edu/commencement)

Term	Graduation Application*	Format Review	Defense Acceptance & Intellectual Protection Form	Final Document Submission to OhioLINK**
Fall 2021	Friday, August 27, 2021	Friday, November 19, 2021	Immediately upon scheduling your defense. If not defending, due by last day of semester	Friday, December 17, 2021
Spring 2022	Friday, January 21, 2022	Friday, April 8, 2022	Immediately upon scheduling your defense. If not defending, due by last day of semester	Friday, May 6, 2022
Summer 2022	Friday, May 20, 2022	Friday, July 8, 2022	Immediately upon scheduling your defense. If not defending, due by last day of semester	Friday, August 5, 2022
<b>Additional Details:</b>	<p><b>Submit Application for Graduation online through the myUT portal "Apply to Graduate" link located in My Records section of the Toolkit menu</b></p> <ul style="list-style-type: none"> <li>⇒ Students will receive a degree audit via UTAD e-mail</li> <li>⇒ The degree audit tool in your myUT portal does not work for graduate students</li> <li>⇒ Each degree program requires an application for graduation, even certificates</li> </ul>	<p><b>Submit your document as a PDF file to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a></b></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><b>Submit <a href="#">Defense Acceptance &amp; Intellectual Protection form</a> by email (digital signatures encouraged) to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a> or to our office</b></p> <ul style="list-style-type: none"> <li>⇒ You must successfully defend your thesis/dissertation prior to uploading to OhioLINK.</li> <li>⇒ Strongly recommended that you bring the Approval of Thesis or Approval of Dissertation form with you to the defense to obtain signatures if possible</li> <li>⇒ The Approval form should be completed by entering information directly into the fillable PDF</li> </ul> <p><b>Incomplete, illegible, or unsigned forms will be returned</b></p>	<p><b>Upload final document (PDF file format) to the <a href="#">OhioLINK ETD Center by 11:59 pm.</a></b></p> <p><b>Submit <a href="#">Approval of Thesis / Approval of Dissertation</a> to our office hard copy with all committee member signatures and the signature of the Associate Dean of the academic college</b></p> <ul style="list-style-type: none"> <li>⇒ Upload is final. No changes or edits will be permitted after the deadline has passed.</li> <li>⇒ Do not upload the title page with signatures, or the Approval form</li> <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.</li> </ul>

**Regarding Deadlines:** The deadlines for Graduation Application, Format Review, and Defense/Intellectual 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 by the College of Graduate Studies



**COLLEGE OF GRADUATE STUDIES**  
**THE UNIVERSITY OF TOLEDO**