

**Fall 2016 Meeting of the Directors of Graduate Studies
October 13, 2016**

Thesis Submission

Recent changes

- ETD submission software updated by Library at the end of July.
 - Auto-email with link to the submitted thesis is still sent to the advisor.
 - Auto-email with link to the submitted thesis is no longer sent to the department format reviewer. The format review has to occur prior to submission.

 - ProQuest publishing information is now incorporated within the submission software.
 - No longer need the paper ProQuest Publishing Agreement form.
 - No longer need the manila envelope an information label.
 - ProQuest does not charge a publishing fee when the university submits the thesis using the software, so the thesis charge has been reduced to only the \$12.50 Library Fee for master's and doctoral submissions.
 - Since there is no longer a fee, master's, as well as doctoral thesis will be submitted to ProQuest effective Fall 2016.

- Graduate College website and Thesis Manual have been updated.

iThenticate reminders

- Student must complete the iThenticate review, as described on the Graduate College website, in advance of the defense.
- Student should put in a Box folder the baseline (initial) iThenticate scan, the final (with 0% word overlap) scan, and the iThenticate Report Form. This folder should be shared with the advisor and the Graduate College before the defense.
- The advisor should review the form and the two scans, if necessary, and resolve any issues before the defense.
- The student brings a copy of the iThenticate Report Form to the defense for the whole committee to review.
- By signing off on the Examination Report Form that the student has passed, the committee is also verifying that they have reviewed the iThenticate Report Form and do not have any issues.