# CHECKLIST OF REQUIREMENTS

## Required to Meet the Deadline

### Upload to Digital Commons

Connect to the [ETD web site](http://www.etsu.edu/gradschool/etd/) and click on “Get Account” which will take you to the Digital Commons website. Create and account and log in. Once you log in, click on “Submit Research” on the left side of the page. Then, under “Student Works,” click on “Electronic Theses and Dissertations.”

### Turnitin Report

Once your manuscript has been approved by your committee, you Chair will run it through Turnitin and review the results. Then, this report should be e-mailed to Emily Redd for filing (anyone can e-mail it). [Instructions.](https://www.etsu.edu/gradschool/etd/documents/turnitin_help.docx)

## Required for Review

### Manuscript Review Form

The manuscript review form is an online form that will be routed to your committee for approval. **DO NOT USE “@mail” to fill out this form, use name@etsu.edu only or the form will not be routed**. You can find this form [here](https://www.etsu.edu/gradschool/forms.php) under Thesis/Dissertation Forms<Submission Forms

## Required for Final Approval

### ProQuest Agreement

In addition to Digital Commons, ETSU disseminates its scholarly output of master’s theses and doctoral dissertations in ProQuest Dissertation & Theses Global in order to promote and preserve the intellectual output of its master’s and doctoral degree candidates. Please read and acknowledge this partnership [here](https://etsu.jotform.com/202454549506053).

### Survey of Earned Doctorates (PhD only)

PhD only: Please complete the online [Survey of Earned Doctorates](https://sed-ncses.org). This survey is required. Please use these codes when choosing your field of study:

 PhD, Biomedical Sciences (all concentrations): 103

 PhD, Early Childhood Education: 899

 PhD, Environmental Health Sciences: 210

 PhD, Nursing: 230

 PhD, Psychology (all concentrations): 648

 PhD, Sports Physiology & Performance: 222

### IRB Compliance

If your research was reviewed by the IRB, e-mail the study closure memo\* to Emily Redd at redd@etsu.edu. If you are leaving your study open, forward your communications with the IRB regarding this decision to Emily Redd, cc’ing Linda Zerby at zerbyl@etsu.edu. If your study was determined to not be human subjects, please send that memo to Emily at redd@etsu.edu. \*To close your study, follow [these instructions](https://www.etsu.edu/irb/how-to/mods-continuing-review-ae-forms.php)

### Alternate Format Permissions

If using the alternate format and your ETD contains a journal article that you have written or co-written and it has already been published or accepted for publication, please turn in a copy of permission for you to use that journal article in your thesis/dissertation. Send e-mail(s) to redd@etsu.edu.

### Review

The Graduate School will review your manuscript to make sure it conforms to your departmental style guide and the template. The comments will be returned to you via email. Resubmit via Digital Commons as many times as needed but earn approval before the final deadline. When it is approved, you will be notified via email.

### Celebrate!

After you receive your approval email, your title will be sent to the graduation specialists, and it will be added to their queue for processing. This will take time to update the title under the Graduation Milestones in DegreeWorks. **No action is needed by you to complete this part**.