

ETD (Electronic Thesis/Dissertation) OPTION

Note: These instructions pertain ONLY to master's or doctoral students submitting via the ETD option. Choosing this option makes the need for a final copy on paper obsolete; students will submit an electronic WORD copy via DigitalCommons.

Important Steps:

Step 1: (*ETD Checklist*) Submit your completed M-5 or D-7 form, including: signature page ii, ETD Approval Page (moratorium), UMI/ProQuest Agreement Form, Cashier's Receipt and Survey of Earned Doctorates (if applicable) to the UGS, PC 230, [by the deadline](#) for the semester in which you intend to graduate.

Step 2: Once the UGS has received and signed off on your M-5 or D-7 form (all corrections should be made; signature from the student/committee attests to corrections being made in full), you will receive an email with information on creating an account in DigitalCommons and submitting your research.

Your research should be uploaded as one, complete document, in **WORD** format. Should you need to include supplementary files (outside of WORD), i.e. graphic, sound, etc. you can also do this via DigitalCommons along with the submission of your **WORD** file.

Important: for those students working in **LaTeX**, instructions for uploading to DigitalCommons is available at: <http://library.fiu.edu/AboutUs/DepartmentsServices/DigitalCollectionsCenter/FIUETDProgram/InformationforGraduateStudents/tabid/478/Default.aspx>

You can check the status of your D-7 form by logging into my.fiu.edu. Once approved, it will read "approved".

Step 3: The new ETD site for uploading your final thesis/dissertation is <http://digitalcommons.fiu.edu/>.

You can create a unique DigitalCommons account by clicking on "Account" and then "Create New Account". Full instructions for using DigitalCommons are available at:

<http://library.fiu.edu/AboutUs/DepartmentsServices/DigitalCollectionsCenter/FIUETDProgram/InformationforGraduateStudents/tabid/478/Default.aspx>

*Note: Your forms must be approved and you must make the required corrections (i.e. those recommended by the UGS for formatting and those of your committee related to content) prior to creating the final **WORD** file that will be uploaded to the DigitalCommons site.*

Step 4: Once your ETD submission is finalized, you and your major professor will receive a congratulatory email as well as a link to an online survey regarding your ETD experience. Your feedback is important to us as we work to improve the ETD process.

Step 5: Attention all **PhD students** (EdD students do not need to complete the survey) - please remember to complete the independent [Survey of Earned Doctorates](#) (July 1, 2009 to June 30, 2010) conducted annually by the National Organization for Research no later than the deadline for your D-7.