After successful defense and graduate coordinator approval, graduate coordinator emails MS Word version and MSE Checklist to **msegradsec@byu.edu**

Graduate secretary typically reviews the thesis or dissertation within 3-5 business days.

**Minor Errors:**

Graduate secretary forwards the paper directly to the associate dean.

Within approximately 3-5 days, the paper is sent back to the student, advisory chair, and grad coordinator.

The student, in consultation with the advisory chair, applies all recommended changes.

Student works with advisory chair to make corrections to MS Word document.

Student emails revised copy to **msegradsec@byu.edu**

**Major Errors:**

Graduate secretary sends the MS Word version, with corrections, back to the student, advisory chair, and grad coordinator .

**Free From Error:**

Student converts paper into a PDF using Acrobat Pro and submits it to **msegradsec@byu.edu** for review. When approved by the graduate secretary, student submits pdf to **gradprogress.sim.byu.edu**

**ETD Approval by:**

1. BYU Graduate Studies
2. Graduate coordinator
3. Associate dean
4. BYU Graduate Studies

**Status of ETD:**

Approval is complete after BYU Graduate Studies has approved it the second time (see step 4 under “ETD Approval by:”).

**If ETD Has Errors**:

Make all changes, and upload new ETD for approval.

**McKay School of Education Thesis & Dissertation Approval Process Process Flowchart**

**Thesis & Dissertation Approval Process**

All prospective graduates are required to submit their theses and dissertations to the dean’s office for the associate dean’s approval. The BYU Graduate Studies submission deadlines for each semester can be found at <http://graduatestudies.byu.edu>. The MSE submission deadlines for each semester can be found at <https://education.byu.edu/research/dissertation_aids.html>.

There are three deadlines that are important to be aware of: the first is the deadline for theses and dissertations to be submitted to the dean’s office, the second is the deadline for electronic theses and dissertations (ETDs) to be submitted, and the third is the BYU Graduate Studies deadline for ETD approval.

**Submitting to the Dean’s Office**

After a student has defended and received approval from their advisory committee and graduate coordinator, the graduate coordinator will do the following:

1. Submit the Microsoft Word version of the student’s papers to the graduate secretary (msegradsec@byu.edu) in the dean’s office.
2. Submit a completed copy of the [MSE Checklist for Formats and Conventions of Theses and Dissertations](http://education.byu.edu/research/dissertation_aids.html) to the graduate secretary (msegradsec@byu.edu).

**Graduate Secretary’s Review**

Depending on how many theses and dissertations are already in her queue, the graduate secretary finishes her preliminary review within 3-5 days. There are three possible outcomes that could follow the graduate secretary’s edit.

1. *If the paper has fewer than five errors*: Graduate secretary will forward the paper to the associate dean for approval.
2. *If the paper has more than five errors*: Graduate secretary will mark the errors that she finds (up to five) and will send it back to the student for further edits.
3. *If the paper has more than five errors*: Graduate secretary will mark the errors that she finds and pass the paper to the associate dean for approval.

Reviews at the department and dean’s office levels are based on the [MSE Checklist](http://education.byu.edu/research/dissertation_aids.html), which combines standards from BYU Graduate Studies with the *Publication Manual of the American Psychological Association, 7th Edition*. We strongly encourage chairs and graduate coordinators to require students to attend to items on this checklist throughout their mentoring process with each student.

**Associate Dean’s Review**

Once the associate dean has received a student’s paper from the graduate secretary, the associate dean will complete her review. This edit is a complete read-through of a paper, and her feedback will often include questions about the research the student has conducted in addition to additional technical edits.

The associate dean also strives to edit papers within 3-5 days of receiving them. Once she has finished reviewing a given paper, she sends it to back to the, student, the student’s advisory chair, and the graduate coordinator from the student’s department. She will invite the student to review all of the recommended changes with his/her advisory chair.

**Electronic Thesis or Dissertation (ETD)**

After a student has made all necessary edits, he/she converts it to a PDF document following university guidelines and emails the pdf to msegradsec@byu.edu. When the graduate secretary has reviewed and approved it for electronic upload, the student then uploads it as an Electronic Thesis or Dissertation (ETD) at <https://gradprogress.sim.byu.edu>.

Once the student uploads the paper to the graduate progress website, it is subject to four final reviews: one at the Graduate Studies Office level, one at the department level, one at the college level, and lastly, a final review at the Graduate Studies Office level. When reviewing an ETD, graduate coordinators can consult the **MSE ETD Checklist** to check the elements needed to give approval. It is the same document that the associate dean uses in her review.

Any time a paper is disapproved, meaning that any revision comments are made on a document at any of these levels, the revisions will need to be made and a new pdf uploaded.