The graduate secretary will review your thesis or dissertation and send the MS Word version, with corrections, back to you, your advisory chair, and grad coordinator .

Review the MSE writing and formatting checklist. Ensure all elements of your thesis or dissertation are according to APA Style 7th Edition.

Your ETD will be approved
in this order by:

1. BYU Graduate Studies
2. Graduate Coordinator
3. Associate Dean
4. BYU Graduate Studies

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

After defending and receiving approval from your advisory committee and chair, send your thesis or dissertation and your completed checklist to the graduate coordinator.

Apply all changes. Work with your chair if needed.

If your ETD has errors, grad studies will comment on the gradprogress site, and you will receive an email. Make all changes, and upload the new ETD for approval.

Once all changes have been made, convert your MS Word doc into a PDF using Acrobat Pro. This PDF is your ETD. Embed fonts and ensure bookmarks translated from your MS Word Headings Styles, then submit PDF to **msegradsec@byu.edu** for review.

They will review it and send back any corrections. Make those changes, then email the new version back to the graduate coordinator.

Approval is complete after BYU Graduate Studies has approved it the second time.

The graduate coordinator will then email the MS Word version of your clean, updated thesis or dissertation to **msegradsec@byu.edu**.

They can have you send it, just copy your advisory chair and graduate coordinator on the email, and get it in quickly.

When approved by the graduate secretary, upload your PDF ETD to **gradprogress.sim.byu.edu**.

**Thesis & Dissertation Approval Process**

All prospective graduates are required to submit their theses and dissertations to the dean’s office for 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. 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*. The formatting and writing standards are required, and the more closely students review those standards and attend to each item on this checklist BEFORE submitting their papers to the dean’s office, the quicker and less frustrating the review process will be for the student. We strongly encourage chairs and committees to require students to use the checklist and the APA manual throughout their mentoring process with each student.

**Associate Dean’s Review**

The Associate Dean will do a high-level review of the student’s paper to better understand trends in research across the college.

**Electronic Thesis or Dissertation (ETD)**

After a student has made all necessary edits, he/she converts their MS Word document to a PDF using Acrobat Pro 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.