Implementing an ETD program at a decentralized University; tricky but doable
The Mandate

In 2009 the University library informed the Graduate and Professional Studies department that the space to keep copies of the thesis and dissertations was becoming limited. They discussed the idea of converting from a print format to a digital format.

In early 2010 the Graduate and Professional Studies Council mandated that all thesis and dissertations must be submitted in digital form within five years of the 2011-2012 school year.

Thus starting our journey.
Building the team

- One person from Graduate and Professional Studies
- One person from the Library
Setup and learning curve
Training & Troubleshooting
Ongoing Work

### List ETDs

<table>
<thead>
<tr>
<th>ID</th>
<th>Student name</th>
<th>Status</th>
<th>Document title</th>
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<tr>
<td>793</td>
<td>Pouraseedi, Mohammadhosseini</td>
<td>Submitted</td>
<td>Nonlinear Optimization under Uncertainty for Sustained Reactors</td>
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<td>Beboda, Ayodeji</td>
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<td>Near-surface Geophysical Imaging of Complex Stratigraphic Structures in the Central New York Basement, NY</td>
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<td>Chen, Shu</td>
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<td>777</td>
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<td>Koeng, Darren</td>
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<td>Teng, Yang</td>
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<td>Di Bu, Beatriz</td>
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<td>EL PRIMO DE SUBINTUVE: ANÁLISIS CUANTITATIVO SINCÓNICO Y DIACRONÍCO, SIGLOS XIX-XVII</td>
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<td>Sunder, Shiva</td>
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Submissions to TDL

- **2009**: 0 online submissions
- **2010**: 15 online submissions
- **2011**: 75 online submissions
- **2012**: 98 online submissions
- **2013**: ## online submissions
Estimated Student Expenses

2009 → $20,552.50  Spring/Fall
2010 → $13,195.00  Spring/Fall
2011 → $23,605.00  Spring/Summer/Fall
2012 → $32,430.00  Spring
2013 → $0

Binding & Microfilming Fees
Going Paperless

- UMI/ProQuest/Copyright
- Submission Form
- Survey of Earned Doctorates
- Certification of Submission of Completed Binding

MyAdvisor
**Your Next Step:**

Submit Final Thesis/Dissertation to Texas Digital Library

Your next step is to submit a PDF of your thesis/dissertation to be included in the Texas Digital Library, a research repository of all of theses and dissertations completed in the State of Texas.

The TDL requires you to use your CougarNet account to login. If you do not know your CougarNet account credentials or need to reset your password, please visit [http://www.uh.edu/infotech/password](http://www.uh.edu/infotech/password)

For an overview of the process, view the five videos under the Student Submission section at [https://wikis.tdl.org/tdl/Vireo/Videos](https://wikis.tdl.org/tdl/Vireo/Videos)

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**Your Roadmap**

- **Proposal Defense Phase:** Complete
  - Completed - Step 1: Approved Degree Plan
  - Completed - Step 2: Approved Committee
  - Completed - Step 3: Approved Proposal
  - Completed - Step 4: Scheduled of Proposal Defense
  - Completed - Step 5: Successful Proposal Defense

- **Final Defense Phase:** Complete
  - Completed - Step 1: Approved Committee
  - Completed - Step 2: Approved Final Abstract
  - Completed - Step 3: Scheduled Final Defense
  - Completed - Step 4: Successful Final Defense

- **Submission Phase:** Complete
  - Step 1: Approved Final Document
  - Step 2: Upload to Texas Digital Library
  - Step 3: Final Approval by College

You're finished.
YOU ARE FINISHED

Congratulations! The College of Education certifies that you have completed all of the steps in the Dissertation workflow.

Your Roadmap

Proposal Defense Phase: Complete
Completed - Step 1: Approved Degree Plan
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Submission Phase: Complete
Completed - Step 1: Approved Final Document
Completed - Step 2: Upload to Texas Digital Library
Completed - Step 3: Final Approval by College

You're finished.
Steps in the Submission of Electronic Dissertations
Steps to Prepare to Submit:

- Dissertation committee signatures
- Make a copy of the signature page for your records.
- Student confirms with UH IT that CougarNet account is active.
Steps to Submit Electronically:

- Convert your document to a PDF file.
- Upload your PDF to the Vireo system.
Next Steps

Copyright and other permissions

Complete the Survey or Earned Doctorates (SED)
Complete Your Paperwork

- Dissertation Submission Agreement form
- UMI/Proquest agreement forms completed and signed
- A copy of the title page and the abstract page of your dissertation
- Original signature page
Thank You