

Processing of the Document

The processing of dissertations and theses begins with the preliminary review and ends with electronic submission. Along with reading the *Guidelines*, be sure to follow them, and complete the necessary forms.

Additionally, (1) you must be registered for *at least one hour of graduate level coursework during the semester of graduation* and (2) you must file for graduation by completing the [Intent to Graduate Form](#).

PRELIMINARY REVIEW

In order to stay on task, the preliminary review should take place at least two weeks prior to the defense. Reviews are conducted by [Mrs. Sandra Harman](#), the Dissertation and Thesis Coordinator, or her Graduate Assistant, in the office of the Assistant Dean for Graduate Studies. Before you schedule a preliminary technical review, please be sure you have read the [Guidelines](#) carefully and have formatted every section of your document according to the specifications.

To schedule a review:

- 1) Send a request via email to dissertation_thesis@baylor.edu listing several possible times you are available. If you are a distance student, please ask for special instructions. If you are not local, please request special instructions.
- 2) Submit the following at <https://baylor-etd.tdl.org>
 - a pdf of your entire document as your primary document and a Word document as a supplementary document (LaTeX students should submit only a pdf document).
 - the Copyright and Availability form. The electronic system requires you to submit this form. If you have not completed the form, you can submit a blank Copyright and Availability form, but you will need to update this submission later with the completed form.
 - a completed, blank signature page (pdf) as a supplementary document. Do not attempt to insert the signature page into Word or the pdf of your dissertation/thesis at this stage.
- 3) The dissertation or thesis does not have to be finished for this review, as only formatting will be checked.

At the time of the review, students should turn in paper copies of the following

- a completed copy of the [Preliminary Checklist](#)
- Doctoral students should also turn in the completed [Doctoral Investment Form](#)

For the review, the dissertation or thesis content does not have to be complete. Sample formatting is all that is needed.