

DISSERTATION CHECKLIST

This checklist is a basic guide to help you track your progress through the dissertation process. The requirements must be followed in the order shown. It is your (the student's) responsibility to make sure all steps are completed.

Proposal

1. Register for 718
2. Create your Dissertation Committee, submit the [form](#) to OTDS@tamuc.edu, and gain final approval from the Graduate Dean. Do not move to Step 3 until you receive an email stating your committee is approved by the Graduate Dean.
3. Working with your advisor and committee, schedule your proposal and submit the schedule [form](#) to the Graduate School (Vicky.Turner@tamuc.edu) no later than the 20th of the month before you want to defend. Include an electronic copy of your proposal with the form.
4. Defend your proposal and receive proposal approval from your committee.
5. Complete all required training through CITI (RCR, etc.). If your study does not require IRB approval, you may begin data collection once all required training is completed.
6. If applicable, gain approval for use of human subjects ([IRB](#)). Data collection may begin once your study has received approval from the IRB. **Students who collect data prior to approval will be subject to an investigation and will not be permitted to use the data for their dissertation.**
7. After completing the previous steps, and with your advisor's approval, complete the [Dissertation Proposal Packet](#) and submit all required forms and documents to OTDS@tamuc.edu for review. OTDS will complete a style review and will send the feedback to your LeoMail once the review is complete and the Graduate Dean has signed your Proposal Approval form. Your DegreeWorks will also be updated to reflect your proposal was approved.

Final Dissertation

1. Register for 718 (depending on your program, you must have at least 9 or 12 hours of 718 to graduate, but more hours may be necessary to complete the dissertation process. Check your DegreeWorks degree plan to see how many hours of 718 your program requires).
2. After receiving style-related feedback from OTDS, complete your study and finish writing your final dissertation.
3. Work with your advisor and committee to schedule your final dissertation defense and submit the schedule [form](#) to the Graduate School no later than the 20th of the month before you want to defend.
4. Defend your final dissertation and receive approval from your committee.
5. With advisor and committee approval, submit your final dissertation and all required documents by the [deadline](#) to OTDS for final approval. Visit the [Dissertations page](#) of the OTDS website for a list of all forms and documents required for your submission to OTDS.

Useful weblinks

Office of Thesis and Dissertation Services homepage:

<http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/default.aspx>

Dissertation Guide: <http://www.tamuc.edu/graduateschool/documents/DissertationGuide2017.pdf>

Dissertation deadlines: <http://www.tamuc.edu/academics/graduateSchool/documents/thesisanddissertationdeadlines.pdf>

Dissertation template: <http://www.tamuc.edu/graduateschool/documents/DissertationTemplate2017.docx>

Graduate Forms page: <http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx>

Resources for Developing Your Proposal:

<http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/ResourcesforWriting.aspx>

Contact OTDS with any questions or concerns: 903-886-5968 or OTDS@tamuc.edu. OTDS is located in BA 140A.