



THESIS CHECKLIST

This checklist is a basic guide to help you track your progress through the thesis process. The requirements must be followed in the order shown. More detailed information can be found on the OTDS website and in the Thesis Guide.

Proposal

1. Register for 518
2. Create your Thesis Committee, submit the [form](#) to OTDS@tamuc.edu, and gain final approval from the Graduate Dean. Do not move to Step 3 until your committee is approved by the Graduate Dean.
3. Consulting with your advisor and committee, schedule and defend your proposal.
4. Complete all required training through CITI (RCR, etc.). If your study does not require approval from IRB, IACUC, or IBC, data collection may begin after training is complete and your advisor gives you permission to do so.
5. If applicable, gain approval for use of human subjects ([IRB](#)), animal subjects ([IACUC](#)), or hazardous chemicals ([IBC](#)). Data collection may begin after you receive an approval letter from the relevant institutional review entity.
6. After completing the previous steps, and with your advisor's approval, complete the [Thesis Proposal Packet](#) and submit all required forms and documents to [OTDS@tamuc.edu](#) for final approval.

Final Thesis

1. Register for 518 (you must have at least 6 hours of 518 to graduate, but more hours may be necessary to complete thesis process).
2. After receiving proposal approval from OTDS, complete your study and finish writing your thesis.
3. Consult with your advisor and committee to set a date for your final thesis, and submit the [notification form](#) to OTDS at **least 7 days prior** to your defense.
4. Defend your final thesis and receive approval from your committee.
5. With advisor and committee approval, submit your final thesis and all required documents by the [deadline](#) to OTDS for final approval. The required documents include the [Thesis Final Defense Report](#), the iThenticate similarity report, and the [Advisor's Approval to Submit Form](#).
6. After receiving the approval email from OTDS, follow the instructions for uploading to ProQuest. Pay all fees.

Useful weblinks

Office of Thesis and Dissertation Services Website:

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

Thesis Guide: <http://www.tamuc.edu/academics/graduateSchool/documents/thesisguide.pdf>

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

Thesis template: <http://www.tamuc.edu/academics/graduateSchool/documents/thesistemplate.doc>

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

Contact OTDS with any questions or concerns: 903-886-5968 or OTDS@tamuc.edu.