DISSEMINATION 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 responsibility as the student to make sure all steps are completed.

Proposals

1. Register for 718
2. Create your Dissertation Committee, submit the form to the Graduate School/Thesis and Dissertation Services (TDS) TDS@tamuc.edu, and gain final approval from the Graduate Dean. Do not move to Step 3 until you receive an email from TDS stating your committee is approved by the Graduate Dean.
3. Working with your advisor and committee, schedule your proposal defense 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), use of animal subjects (IACUC), or use of certain biological materials/agents (IBC). 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 TDS@tamuc.edu for review. The Graduate School/TDS will complete a style review and will send the feedback to your LeoMail. Once the review is complete and your proposal approved, you will receive an email from TDS with your reviewed proposal and your Proposal Approval form signed by the Graduate Dean. Your DegreeWorks will 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 the Graduate School/TDS, 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 to TDS by the deadline for final approval. Visit the Dissertations page of the TDS website for a list of all forms and documents required for your submission to the Graduate School/TDS.

Useful Hyperlinks

- Dissertation Guide
- Dissertation deadlines
- Dissertation template
- Graduate Forms page
- Resources for Developing Your Proposal
- Research Compliance

Thesis and Dissertation Services homepage:

Effective February 2019