



## **FINAL THESIS SUBMISSION PACKET**

Included in this packet are information and forms related to submitting the thesis proposal to the Office of Thesis & Dissertation Services (OTDS) for review. Before moving forward with the submission process, make sure you meet the eligibility requirements:

- I am registered in 518 for the current semester
- My thesis is approved by the committee, Department Head, and College Dean
- I followed all University rules and procedures related to data collection
- All revisions requested by the Graduate School at the time my proposal was approved were made.
- My thesis follows the formatting shown in the thesis template and the guidelines described in my chosen style guide
- My advisor agrees that I made all necessary changes and I am ready to submit the thesis for OTDS review

If you are unsure if you meet the above requirements, please consult your advisor.



## THESIS FINAL DEFENSE REPORT AND APPROVAL

### Student Information

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ @leomail.tamuc.edu Degree: MS MA SSP Major: \_\_\_\_\_

### Defense Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Final Defense Results (completed by advisor or committee member): Satisfactory Unsatisfactory

Remarks and Recommendations: \_\_\_\_\_

By signing, we affirm we read the final thesis and agree it meets the department's expectations and requirements for good research. We approve the student's thesis document and agree the student is ready to move forward in the thesis process.

Advisor: \_\_\_\_\_  
(Name) (Signature) (Date)

Member: \_\_\_\_\_  
(Name) (Signature) (Date)

Member: \_\_\_\_\_  
(Name) (Signature) (Date)

Member: \_\_\_\_\_  
(Name) (Signature) (Date)

Member: \_\_\_\_\_  
(Name) (Signature) (Date)

Department Head: \_\_\_\_\_  
(Name) (Signature) (Date)

College Dean: \_\_\_\_\_  
(Name) (Signature) (Date)

Dean of  
Graduate Studies: \_\_\_\_\_  
(Name) (Signature) (Date)



### ADVISOR'S APPROVAL TO SUBMIT THESIS PROPOSAL FOR GRADUATE SCHOOL REVIEW

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_  
Advisor Name: \_\_\_\_\_ PC or MAC (please check one)  
Style Guide: \_\_\_\_\_ Version of MS Word: \_\_\_\_\_

Below is a checklist of every item to be included in your submission packet. Incomplete packets will not be accepted. All forms and documents must be submitted electronically, by the student, and in a single email to [OTDS@tamuc.edu](mailto:OTDS@tamuc.edu).

- Thesis in Word format, electronic version
- Thesis Final Defense Report Form
- Advisor's Approval to Submit Form
- iThenticate Report

This form is to be used after the final defense is completed to signify all revisions suggested by the committee, the Department Head, and College Dean have been made and the proposal has been reviewed by the advisor.

By signing I certify:

- All revisions suggested by the committee at the time of the final defense have been made
- The advisor has reviewed the revised thesis and grants approval for the student to submit it to OTDS for review by the Graduate School
- The thesis conforms to the dissertation template, the style manual specified above, and general rules for grammar, syntax, and mechanics
- The proposal submission packet is complete as specified above

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

## Completing the iThenticate Analysis

All students are required to submit a copy of their iThenticate Similarity Analysis to OTDS as part of the submission packet. Included below are instructions for how to do so.

All graduate faculty members should have access to iThenticate through the University's license. If your advisor does not currently have access, he or she may contact the Office of Academic Technology to have an account created. Students are not permitted to upload their own papers.

Before providing a copy of your thesis to your advisor for analysis, please remove the following:

- Preliminary pages (all pages numbered with lowercase Roman numerals)
- Appendices
- Vita

Including the above pages will inflate your score and increase the file size of the report. The following exclusion criteria should also be applied to your paper (your advisor will apply the exclusions at the time the paper is uploaded; you do not need to delete the quotations from your paper):

- Quotations
- Matches of 5 words or less

Some departments have a list of agreed-upon common words or phrases they exclude from the analysis. If your department has an approved list of words to exclude, please make sure the list is applied to your paper as well.

**If your paper receives a similarity score above 12%**, please have your advisor review the document to see if any part of the paper needs to be revised for unoriginality. If your advisor believes the similarity score is not the result of unoriginal writing, he or she may write a brief explanation for the higher score. Please include the explanation in your submission packet submission.

For additional information on the purpose and use of iThenticate, please see the iThenticate page on the OTDS website:

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

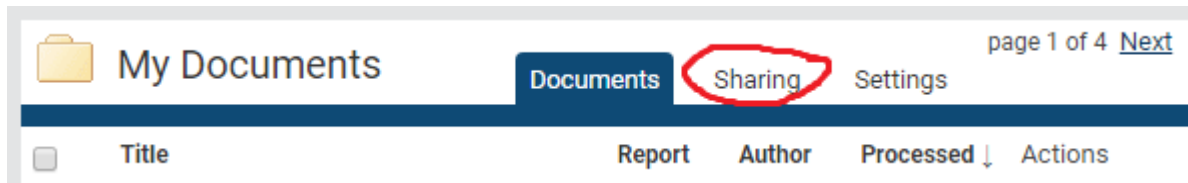
## How to Submit the Report

Please share the below information with your advisor. The iThenticate report may be submitted via email along with the other required materials or it may be shared with the Thesis & Dissertation Specialist through the iThenticate website. If your report is shared through iThenticate, please indicate so in your submission email so the Thesis & Dissertation Specialist knows where to find the report.

## Sharing the Report via iThenticate

iThenticate has a sharing feature that allows OTDS access to iThenticate reports ran by the advisor. If you advisor would like to share your folder with OTDS, you should follow the steps below.

1. Log in to your iThenticate account: [https://app.ithenticate.com/en\\_us/login](https://app.ithenticate.com/en_us/login)
2. Click the Sharing tab



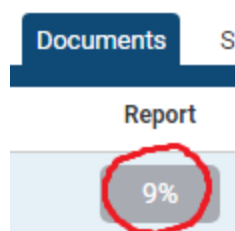
3. iThenticate should populate a list of all faculty and staff with an iThenticate account associated with the university. Scroll down until you see the name of the Thesis & Dissertation Specialist (check the OTDS website for the name of the current Specialist) and check the box next to his or her name.
4. Scroll down to the bottom of the page and click the blue button that says “Update Sharing.”

Following these steps will give the Specialist access to all iThenticate reports you run for your students. If you run multiple reports for the same student, OTDS will use the most recent version of the iThenticate report unless otherwise notified.

## Saving the Report as a PDF

If you prefer to submit the report as a PDF or would like to save a PDF of the report for yourself or the student, follow the steps below.

1. After the report is processed and a similarity score is generated, click the score.



2. The report will open in a new tab. To save the report as a PDF, click on the small printer icon on the bottom left of the screen.



3. Depending on your browser, the PDF report may automatically open in a new tab or it may appear as a download at the bottom of the screen. If it appears at the bottom of the screen, click it and it should open in a new tab as a PDF document. Once the PDF is open in a new tab, you should be able to download and save the PDF to your computer.