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 Thesis and Dissertation Services (TDS) website and in the Thesis Guide.

Proposal

1. Register for 518
2. Create your Thesis Committee, submit the form to TDS@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), 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 thesis.
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 the Graduate School/TDS TDS@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 TDS, 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 TDS 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 packet with all required documents by the deadline to TDS 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 TDS, TDS will provide you instructions for uploading your document to ProQuest. Pay all fees.

Link to Thesis and Dissertation Services Website:

Useful Hyperlinks

- Thesis Guide
- Thesis deadlines
- Thesis template
- Graduate Forms page
- iThenticate

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