

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. It is your (the student's) responsibility to make sure all steps are completed.

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, plus additional if using protected subjects or biological agents). If your study does not require approval from the IRB, IACUC, or IBC, you may begin data collection once all required training is completed.
5. If applicable, gain approval for use of human subjects ([IRB](#)), animal subjects ([IACUC](#)), or biological agents ([IBC](#)). **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 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 proposal is not considered "approved" until you have received an approval email from OTDS.

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 the thesis process).
2. After receiving the proposal feedback 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 are included in the [Final Thesis Submission Packet](#).

Useful weblinks

Office of Thesis and Dissertation Services homepage:

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

Thesis Guide: <http://www.tamuc.edu/academics/graduateSchool/documents/thesisGuideSpring2017.pdf>

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

Thesis template: <http://www.tamuc.edu/graduateSchool/documents/thesistemplate2017.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.