DISSERTATION 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.**

**Proposal**

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 that your committee has been 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 research compliance committee (IRB, IBC, IACUC) 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 after you have successfully defended your proposal and your study has received approval from the applicable committee. **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 format review of your document based on the dissertation template and the Dissertation Formatting Guide. Once the review is complete, you will receive an email (sent to your LeoMail only, with a copy to your advisor) containing a copy of the Reviewer’s Checklist indicating the formatting errors that must be corrected before submitting your final document. Soon after, 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. Based on the feedback from your committee and from TDS regarding your proposal document, complete your study and finish writing your final dissertation.
3. Work with your advisor and committee to schedule your final dissertation defense and then 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.
4. Defend your final dissertation and receive approval from your committee.
5. With advisor and committee approval, submit the Advisor’s Approval to Submit Dissertation form, your final dissertation and all other required documents to TDS by the deadline for final approval. Visit the Dissertation page (www.tamuc.edu/dissertation) of the TDS website for a breakdown of the process with links to the needed forms and documents required for your submission to the Graduate School/TDS.

**Useful Hyperlinks**

- Dissertation Process short link: www.tamuc.edu/dissertation
- Dissertation template – found on TDS/Dissertation page: www.tamuc.edu/dissertation
- Dissertation Formatting Guide
- Dissertation deadlines
- Graduate Forms and Guidelines page
- Resources for Developing Your Proposal
- Research Compliance

Contact TDS with any questions or concerns: 903-886-5968 or TDS@tamuc.edu. TDS is located in BA 142D.