

## 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

- Register for 718
- Create your Dissertation Committee, submit the form to the Graduate School/Thesis and Dissertation Services (TDS) [TDS@tamuc.edu](mailto:TDS@tamuc.edu), and gain approval of your committee from the Graduate Dean. **Do not move to the next step until you receive an email from TDS stating that your committee has been approved by the Graduate Dean.**
- Working with your advisor and committee, schedule your proposal defense and submit the [schedule form](#) to the Graduate School ([Vicky.Turner@tamuc.edu](mailto:Vicky.Turner@tamuc.edu)) no later than the 20<sup>th</sup> of the month prior to the month you want to defend. Attach a copy of your proposal when you send the schedule form.
- Defend your proposal and receive proposal approval from your committee.
- 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.
- 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.**
- 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](mailto:TDS@tamuc.edu) for review. The Graduate School/TDS will complete a format review of your document based on the thesis/dissertation template and the Thesis and Dissertation Formatting Guide. Once the review is complete, you will receive an email (sent to your LeoMail 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

- 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.
- Based on the feedback from your committee and from TDS regarding your proposal document, complete your study and finish writing your final dissertation.
- 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](mailto:Vicky.Turner@tamuc.edu)) no later than the 20<sup>th</sup> of the month prior to the month you want to defend.
- Defend your final dissertation and receive approval from your committee.
- 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 \(www.tamuc.edu/dissertation\)](http://www.tamuc.edu/dissertation) of the TDS website for step-by-step guidance to the dissertation 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](http://www.tamuc.edu/dissertation)
- Thesis/Dissertation template – found at TDS/[Resources for Writing](#)
- [Thesis and Dissertation Formatting Guide](#)
- [TDS Submission deadlines](#)
- [Graduate Forms and Guidelines page](#)
- [Research Tools](#)
- [Research Compliance](#)
- [iThenticate](#)

**Contact TDS with any questions or concerns: 903-886-5968 or [TDS@tamuc.edu](mailto:TDS@tamuc.edu). TDS is located in BA 142D.**