



FINAL THESIS SUBMISSION PACKET

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

- ✓ My thesis has been approved by my advisor and committee, the department head, and the college dean;
- ✓ I followed all university research compliance (IRB, IACUC, or IBC), rules and procedures, as applicable, related to data collection;
- ✓ All revisions requested by the Graduate School at the proposal stage, and by my committee, the department head, and college dean have been made;
- ✓ My thesis formatting requirements of the Graduate School as set forth in the thesis/dissertation template and the Thesis and Dissertation Formatting Guide, as well as the style requirements described in my chosen style guide; and
- ✓ My advisor agrees that I have made all necessary changes and that I am ready to submit the final thesis for TDS review.

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



THESIS FINAL DEFENSE REPORT

Student Information

Student Name: _____ CWID: _____ Date: _____

LeoMail: _____@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, the committee, affirm that we have read the final thesis and agree it is adequate in scope and quality as a thesis for this graduate degree. We approve the student's thesis document.

Advisor: _____
(print name) (signature) (date)

Member: _____
(print name) (signature) (date)

Member: _____
(print name) (signature) (date)

Member: _____
(print name) (signature) (date)

Member: _____
(print name) (signature) (date)

Signatures below indicate approval of the above recommendation.

Department Head: _____
(print name) (signature) (date)

Dean of College: _____
(print name) (signature) (date)

By checking a box below, the Dean of the Graduate School indicates approval or disapproval of the final thesis document. If approved, it is with the understanding that all TDS recommendations for revisions regarding Graduate School formatting have been completed. It is the student's responsibility and his or her committee to ensure the document has met all style requirements, followed the rules of English grammar, and did not violate any copyright laws.

APPROVED

DISAPPROVED



**ADVISOR'S APPROVAL TO SUBMIT FINAL THESIS
FOR GRADUATE SCHOOL/TDS 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 via email by the student to the Graduate School/Thesis and Dissertation Services (TDS) TDS@tamuc.edu.

- Thesis in Word format (or PDF if using LaTeX), electronic version
- Thesis Final Defense Form (with all required signatures)
- Advisor's Approval to Submit Form (with required signatures)
- iThenticate Report

This form is to be used after the final defense is completed in order to signify all revisions suggested by the committee, the department head, and the college dean have been made and the student's advisor has reviewed the document prior to submission.

Please sign below to certify the following:

- All revisions suggested by the student's advisor and committee at the time of the final defense have been made.
- The advisor has reviewed my revised final thesis and grants approval for it to be submitted to the Graduate School/TDS for review.
- The final thesis conforms to the Graduate School's thesis/dissertation template, the Thesis and Dissertation Formatting Guide, the style manual specified above, and the general rules for grammar, syntax, and mechanics.
- The final thesis submission packet is complete as specified above.

Signature of Student

Date

Signature of Advisor

Date

Information Regarding the iThenticate Analysis

All students are required to submit a copy of their iThenticate Similarity Analysis to the Graduate School/TDS as part of the final thesis submission packet.

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 TDS (TDS@tamuc.edu) to learn how to obtain the required licensure. Students are not permitted to upload their own papers.

Before providing a copy of your final thesis to your advisor for analysis, please remove the following pages. Including the above pages will inflate your score and increase the file size of the report.

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

If your paper receives a similarity score above 12% (or individual matches of 3% or more), 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 final thesis packet submission.

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

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