

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 at the TDS/Thesis web page: www.tamuc.edu/thesis.

Proposal

- Create your Thesis Committee, submit the form to TDS@tamuc.edu, and gain approval of your committee from the Graduate Dean. **Do not move to Step 3 until your committee is approved by the Graduate Dean.**
- Consulting with your advisor and committee, schedule and defend your proposal.
- 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.
- 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 thesis.**
- 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 review and approval.

Final Thesis

- Based on the feedback from your committee and from TDS regarding your proposal document, complete your study and finish writing your thesis.
- 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.
- Defend your final thesis and receive approval from your committee.
- With advisor and committee approval, submit your [final thesis packet](#) with all required documents to TDS by the submission [deadline](#) for final approval.
- After receiving Graduate School/TDS email stating your thesis is approved, you will be provided instructions for uploading your document to ProQuest.
- All Graduate School fees must be paid before you will be cleared for graduation

Visit the Thesis page (www.tamuc.edu/thesis) of the TDS website for step-by-step guidance to the thesis process with links to the needed forms and documents required for your submission to the Graduate School/TDS.

Useful Hyperlinks

- Thesis Process short link: www.tamuc.edu/thesis
- 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. TDS is located in BA 142D.