**DISSERTATION CHECKLIST**

This checklist is a basic guide to help you track your progress through the dissertation process. Insert the dates each step is completed. The requirements must be followed in the order shown. **It is your responsibility as the student to make sure all steps are completed. NOTE: Forms are not hyperlinked. Go to the TDS/Dissertation web page (**[**www.etamu.edu/Dissertation**](http://www.etamu.edu/Dissertation)**) to access forms.**

**PROPOSAL**

[ ]  Register for 718

[ ]  Create your dissertation committee and submit the digital form **Dissertation Committee Selection Form**. It will automatically route to all members, the department head, and the Graduate School for approval. **Do not move to the next step until you receive an email stating that your committee has been approved by the Graduate School.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date form submitted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date email received stating committee approved)

[ ]  Working with your advisor and committee, schedule your proposal defense and submit the digital form **Schedule Form for the Proposal Defense** with a copy of your proposal document. The Graduate School must receive this form **no later than the 20th of the month prior to the month of your scheduled defense**. Please complete the submission process no less than 3-5 days prior to the deadline to ensure all required approvals are obtained.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of proposal defense)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date proposal schedule form submitted)

[ ]  Complete all required training through [CITI](https://inside.tamuc.edu/research/compliance/training/ResponsibleConductInstructions.aspx) (RCR, etc.). If your study does not require research compliance committee approval (IRB, IBC, IACUC), skip the next step and begin data collection once all required training is completed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date required training completed)

[ ]  If applicable, gain approval for use of human subjects ([IRB](https://inside.tamuc.edu/research/compliance/IRB-Protection_of_Human_Subjects/default.aspx?_gl=1*1nx31fz*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQyMTEkajkkbDAkaDA.)), use of animal subjects ([IACUC](https://inside.tamuc.edu/research/compliance/IACUC-Animal-Research/default.aspx?_gl=1*10bkl20*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQyNTUkajQ4JGwwJGgw)), or use of certain biological materials/agents ([IBC](https://inside.tamuc.edu/research/compliance/IBC-Biosafety/default.aspx?_gl=1*1egmoeu*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQyOTMkajEwJGwwJGgw)). 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.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date application submitted by your advisor to research compliance committee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date received research compliance committee approval letter)

[ ] After completing the previous steps, and with your advisor’s approval, submit to TDS the digital form **Dissertation Proposal Submission Form** with all required documents. TDS must receive the submission by the applicable deadline, so please complete the submission process no later than 3-5 days prior to the deadline. The following is a list of documents to submit:

[ ]  Dissertation proposal document (in Word format)

[ ]  IRB/IBC/IACUC approval letter, as applicable (your advisor will provide you a copy if needed)

[ ]  Current iThenticate report (your advisor will provide you with a copy)

[ ]  CITI training reports (RCR, plus additional as required by the Office of Sponsored Programs)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of deadline to submit proposal documents)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date proposal documents submitted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date you receive email from TDS confirming receipt)

[ ]  TDS will complete a format review of your proposal document based on the Graduate School’s thesis/dissertation template and the [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Formatting%20Guide.pdf). Once the review is complete, you will receive an email (sent to your myLeo email, copying your advisor) with a Reviewer’s Checklist attached 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date received TDS approval email)

Visit the TDS/Dissertation webpage 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 links and hyperlinks**

* Dissertation Process short link: [www.etamu.edu/dissertation](http://www.etamu.edu/dissertation)
* Thesis/Dissertation template – found at TDS/[Resources for Writing](http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/ResourcesforWriting.aspx)
* [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Formatting%20Guide.pdf)
* [Thesis and Dissertation Submission Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Submission%20Guide.pdf)
* [TDS submission deadlines](http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/deadlines-for-submission.aspx)
* [Graduate Forms and Guidelines page](http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx)

**FINAL DISSERTATION**

[ ]  Register for 718\*

[ ]  Based on the feedback from your committee and from TDS regarding your proposal document, complete your study and finish writing your final dissertation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date dissertation is expected to be completed)

[ ]  Work with your advisor and committee to schedule your final dissertation defense no later than the applicable deadline and then submit the digital form **Schedule Form for the Final Dissertation Defense** to be received by the Graduate School **no later than the 20th of the month prior to the month of your scheduled defense**. Please complete the submission process no less than 3-5 days prior to the deadline to ensure all required approvals are obtained.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of last day to defend final dissertation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of final defense)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date schedule form submitted)

[ ]  After completing the previous steps, and with your advisor’s approval, submit to TDS the digital form **Final Dissertation Submission Form** with all required documents. TDS must receive the submission by the applicable deadline, so please complete the submission process no later than 3-5 days prior to the deadline. The following is a list of documents to submit:

[ ]  Final dissertation document (in Word format)

[ ]  Current iThenticate report (your advisor will provide you with a copy).

[ ]  Dissertation Information Sheet (sent to you in an informational email from Dayla Burgin after setting your final defense)

[ ]  Survey of Earned Doctorates Certificate (for PhD students only; sent to you in an informational email from Dayla Burgin after setting your final defense)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of deadline to submit final documents)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date submitted final dissertation documents)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date received email from TDS confirming complete submission)

[ ]  TDS will complete a format review of your final document based on the Graduate School’s thesis/dissertation template and the [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Formatting%20Guide.pdf). TDS will provide the results of its format review using a Reviewer's Checklist, sent to you and your advisor via your myLeo email. Keep in mind that dissertations that do not follow the thesis/dissertation template and [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Formatting%20Guide.pdf) will require multiple revisions and, therefore, may take longer to receive approval. If the needed revisions are not made in a timely manner, your graduation eligibility may be impacted.

 (dates of reviews received and revisions returned to TDS)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date received final dissertation approval email from TDS)

[ ]  The final emails from TDS will include instructions for uploading the approved dissertation PDF to ProQuest. At this time, you will need to pay the required ProQuest fees and any remaining Graduate School student fees (i.e., graduation fee and thesis/dissertation processing fee). Your approval will not show up in DegreeWorks until all fees are paid and the dissertation is uploaded to ProQuest.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date approved document uploaded to ProQuest)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date Graduate School fees have been paid)

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.

Visit the TDS/Dissertation webpage for step-by-step guidance to the dissertation process with links to the needed forms and documents required for your submissions to TDS.

**Useful links and hyperlinks**

* Dissertation Process short link: [www.etamu.edu/dissertation](http://www.etamu.edu/dissertation)
* Thesis/Dissertation template – found at TDS/[Resources for Writing](http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/ResourcesforWriting.aspx)
* [Thesis and Dissertation Formatting Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Formatting%20Guide.pdf)
* [Thesis and Dissertation Submission Guide](https://inside.tamuc.edu/academics/graduateSchool/documents/thesis--dissertation-services/Thesis%20and%20Dissertation%20Submission%20Guide.pdf)
* [TDS submission deadlines](http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/deadlines-for-submission.aspx)
* [Graduate Forms and Guidelines page](http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx)