**THESIS CHECKLIST**

This checklist is a basic guide to help you track your progress through the thesis 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/Thesis web page (**[**www.etamu.edu/Thesis**](http://www.etamu.edu/Thesis)**) to access forms.**

**PROPOSAL**

Create your thesis committee, and submit the digital form **Thesis 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)

As required by your department, work with your advisor and committee to schedule your proposal defense. Defend your proposal and receive proposal approval from your committee.

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

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*gx9a8h*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQ2MTQkajU2JGwwJGgw)), use of animal subjects ([IACUC](https://inside.tamuc.edu/research/compliance/IACUC-Animal-Research/default.aspx?_gl=1*1fepwo*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQ2NTkkajExJGwwJGgw)), or use of certain biological materials/agents ([IBC](https://inside.tamuc.edu/research/compliance/IBC-Biosafety/default.aspx?_gl=1*14w3nkq*_gcl_au*NDc4MDc2MDk1LjE3NDg0NjgzNzc.*_ga*OTkzNTYzODQzLjE3MjQyNTM4NjI.*_ga_WMPJF2FXDN*czE3NTUwOTQwOTQkbzMkZzEkdDE3NTUwOTQ2OTEkajU5JGwwJGgw)). 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 **Thesis 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:

Thesis proposal saved as a Word document (or as a PDF if using LaTex)

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 submitted proposal documents)

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

TDS will complete a format review of your proposal document based on the applicable Graduate School 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/Thesis webpage 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 links and hyperlinks**

* Thesis process short link: [www.etamu.edu/thesis](http://www.etamu.edu/thesis)
* 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 THESIS**

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

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

Work with your advisor and committee to schedule your final thesis defense and then submit the digital form **Notification Form for the Final Thesis Defense** to be received by TDS **no less than 7 days prior to the date of your defense**. Please complete the submission process no less than 3-5 days prior to the deadline to ensure all required approvals are obtained. Defend your final thesis.

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

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

After completing the previous steps, and with your advisor’s approval, submit to TDS the digital form **Final Thesis 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 applicable deadline. The following is a list of documents to submit:

Final thesis saved as a Word document (or as a PDF if using LaTex)

Current iThenticate Report (your advisor will provide you with a copy)

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date received TDS email 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 theses that do not follow the applicable 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 thesis approval email from TDS)

The final emails from TDS will include instructions for uploading the approved thesis 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 thesis is uploaded to ProQuest.

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

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

To fulfill the thesis requirements of your degree, you must complete at least 6 hours of 518.

Visit the TDS/Thesis webpage for step-by-step guidance to the thesis process with links to the needed forms and documents required for your submission to TDS.

**Useful links and hyperlinks**

* Thesis Process short link: [www.etamu.edu/thesis](http://www.etamu.edu/thesis)
* 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)