

APPROVAL FORM

“Approval of Written Thesis” Form

Each thesis option master’s candidate and each doctoral candidate must submit an approved thesis or dissertation to the Office of Graduate Studies & Research for review and clearance. Before the Office of Graduate Studies & Research can accept your manuscript for review, each of the committee members must approve your written thesis or dissertation. The committee indicates approval by signing the “*Approval of Written Thesis*” form, which can be downloaded at <http://www.tamtu.edu/gradschool/thesis/forms>

The signed Approval Page is submitted to the Office of Graduate Studies & Research, and the thesis or dissertation is submitted electronically as a PDF file to thesis@tamtu.edu.

Final Submittal “Deadline Day”

“Deadline Day” is the final day a thesis or dissertation can be submitted for review for graduation in the semester. It is set by the Office of Graduate Studies & Research and is listed in the calendar each semester. Plan ahead for this date; it is an absolute deadline. **There are no extensions or exceptions to this date.** To be eligible for graduation, both the signed “*Approval of Written Thesis*” form and the PDF file of the thesis in final form must be received by the Office of Graduate Studies & Research.

Who Must Sign?

The “*Approval of Written Thesis*” form must be signed by the chair of the committee (or both co-chairs), each member of the committee and the head of the department. If there are special appointments to the committee, each must sign the form. Chairs and committee members must sign for themselves. The department head may have authorized signers.

However, the name of the head of department/chair, not the authorized signer, appears on the approval page. (The authorized signer signs his/her own name, not the department head’s name.)

Absentee Committee Member Forms

If a committee member is willing but unable to sign at the time of submittal, the student may obtain an absentee committee member form from the Office of Graduate Studies & Research and have it signed by the chair or the department head and the student. The absentee committee member statement form states that the absent committee member can ask for additional corrections before signing the approval page.

This form is not a substitute for a signature on the “*Approval of Written Thesis*” form; it is merely a measure to allow the student to submit the manuscript. The absent member’s signature will be needed before the student’s final clearance. This form is not used in the case of an absent committee chair, co-chair or head of department. *Any student who is having trouble obtaining signatures should contact the Office of Graduate Studies & Research for guidance.*

FAQs

Can I have a chair and a co-chair?

No, you either have one chair or two co-chairs.

The head of my department is on my committee. How many times does he/she sign?

The department head must sign twice—once as a member and once as the head of the department.

I have a substitute coming to my defense. Should he/she sign the approval page?

No, the substitute is not a permanent member of your committee and does not sign the “Approval of Written Thesis” form.

I have replaced a committee member. Who should sign the “Approval of Written Thesis” form?

The new committee member is a permanent member of your committee and must sign the “Approval of Written Thesis” form. The replaced member does not sign the page.

I just defended last week. When must I submit my thesis and signed “Approval of Written Thesis” form to the Thesis Office?

The student has one year after the final defense to clear the Office of Graduate Studies & Research. Plan to submit the document and the signed form at least a month before that date.

Does the electronic thesis (PDF) include an “Approval of Written Thesis” form?

Yes, the PDF file will include an “Approval of Written Thesis” form. However, this page will have a different look. It will be a listing of the committee

and department head and will not include signatures.

My chair is on sabbatical. Can someone else sign the “Approval of Written Thesis” form?

No, the chair must sign for him/herself. The Office of Graduate Studies & Research has a form that can be signed by the chair and faxed to the Office of Graduate Studies & Research for initial submittal purposes. The Approval Page MUST HAVE the original signature of the chair for final clearance.

Sample Signed “Approval of Written Thesis” form

Texas A&M International University
The Office of Graduate Studies and Research

Written Thesis (M.S./ M.A.) Approval Form

Student's Name: _____
(Name must match TAMU student records)

Degree (check one): M.S. M.A.

Date of Defense (mm dd yy) or Exempt: _____ Today's Date (mm dd yy): _____

Anticipated Date of Graduation (Month Year): _____ Major Subject: _____

Thesis Title: _____

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a thesis for this master's degree. We approve the content of the thesis to be submitted to the Office of Graduate Studies & Research for processing and acceptance.

Approved by:

Chair Signature: _____ Member Signature: _____

Member Signature: _____ Member Signature: _____

Department Chair Signature: _____

Student Contact Information:

UIN (Not Social Security Number) _____ Student's Email Address _____

The student must submit this signed approval form and a PDF file of the thesis to the Office of Graduate Studies & Research for review. Students must clear the Office of Graduate Studies & Research within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. The Office of Graduate Studies & Research posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE OFFICE OF GRADUATE STUDIES & RESEARCH

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