

Submittal Requirements Checklist for Doctoral Students

Once you have scheduled your final examination (oral defense) through the Office of Graduate Studies & Research, you will need to complete the following steps in order to clear the Office of Graduate Studies & Research.

Steps to Complete Prior to Submission

- Refer to and *Thesis Manual* for guidance on requirements, deadlines and formatting (recommended).
- Complete all committee-requested corrections and incorporate all desired content into the dissertation. No changes will be accepted to the manuscript following submittal. Note: We highly recommend use of Office of Graduate Studies & Research templates to format your document.
- Successfully complete final examination, and submit report of final exam (exam results) to OGSR.

Steps to Complete by the Submittal Deadline to Begin the Review Process

- Submit one original signed Written Dissertation Approval Form to the Office of Graduate Studies & Research. Available on our website at www.tamtu.edu/gradschool. Hand-deliver to office.
- Email the dissertation as a single PDF file to thesis@tamtu.edu.
- Attach a copy of an article from your journal model as a supplemental file with your PDF. This article must be from a peer-reviewed journal, have been published within the last 5 years and contain an extensive reference list.

Additional Items to Complete for Clearance from the Office of Graduate Studies & Research

- Complete all dissertation corrections requested by the Office Of Graduate Studies & Research.
- Apply for graduation in the semester graduating.
- Register for the semester (unless cleared by early deadline to avoid registration).
- Pay the processing fee: The \$40 processing fee (payable at Office of Graduate Studies & Research).

- Submit the Copyright and Availability Form, which must be signed by the student and committee chair/co-chair. Fax/scanned copies are acceptable.
- Submit the ProQuest Dissertation Publication Agreement, which must be completed and signed by the student. Options selected will determine if additional fees are required.
- Submit permission(s) from copyright holders to use material previously published.

Additional Resources

- For official deadlines visit the Office of Graduate Studies and Research at www.tamtu.edu/gradschool.
- For a listing of steps to fulfill degree requirements, see the online Graduate Student Handbook and the “Steps to Fulfill Doctoral Degree Requirements” at <http://www.tamtu.edu/gradschool/HandbooksandManuals.shtml>.
- Visit the Thesis Office website at www.tamtu.edu/gradschool for additional guidance on preparing and submitting your dissertation.

Students are responsible for knowing the requirements of the current Thesis Manual and for proofing their manuscripts to comply with those requirements.