

# **THESIS AND DISSERTATION POLICY MANUAL**



**GRADUATE SCHOOL**

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**5201 University Blvd.**

**Laredo, Texas 78041-1900**

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## INTRODUCTION

This Manual was prepared by the University Graduate Council at Texas A&M International University to assist graduate students and their advisory committee members in the preparation of proposals, theses, and dissertations.

A thesis or dissertation is created to advance knowledge of a particular discipline within the academic community. In addition, the thesis or dissertation demonstrates the student's readiness to join the selected academic community as a successful and productive member who adds to the base of knowledge in that academic discipline. The thesis or dissertation must therefore reflect generally accepted standards recognized by professionals in the field. The Graduate School assists the graduate student by providing individual guidance in the process of thesis or dissertation preparation and specific guidelines and formats.

Each thesis or dissertation is, of necessity, a unique and original work. It is not possible to foresee all possible issues that might arise in the creation of a thesis or dissertation, therefore the student's committee chair or, in some cases, the Graduate School staff, will provide specific guidance. Any deviations from these published guidelines must be arranged in consultation with the Dean of the Graduate School.

The primary purpose of this manual is to provide certain uniform standards regarding style and format and to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

Because Texas A&M International University is a public institution, the research conducted here is ultimately for the benefit of the public. To support this goal, all theses and dissertations are available through the Sue & Radcliffe Killam Library at TAMIU. The availability may be delayed temporarily only for patent/proprietary or publication reasons.

Students are cautioned to avoid using another student's thesis or dissertation as a model; what has been accepted in the past may no longer be acceptable.

Theses or dissertations consist of a number of elements. Each of these elements should be weighed and considered in light of the individual work, the style in which it is written, the organization of the work, and that the work is appropriate and acceptable under professional standards.

## INITIAL FACTORS TO CONSIDER

### Enrollment in a Thesis Course

You must continue to enroll in a thesis course each Fall and Spring semester until you complete your thesis. Students who are applying for graduation must have enrolled in a thesis course during the same semester they plan to graduate in order to be certified for graduation (applies to summer graduation.)

### COAS and Graduate School Thesis/Dissertation Deadlines

Semester	Deadline for original submission for review by COAS Dean's Office	*Deadline for submission of final copy to the TAMIU Graduate School
Fall	5 weeks prior to graduation day	the day after graduation
Spring	5 weeks prior to graduation day	the day after graduation
Summer	5 weeks prior to graduation day	day after last class day for Summer term III

Please refer to the University's academic calendar for graduation dates.

**\*No exceptions will be made to the deadline for the final submission of the Thesis/Dissertation**

### Research Proposal

The Research Proposal is simply a description of the research the student intends to undertake and will be reported in a much more detailed and comprehensive fashion in the thesis or dissertation. It offers the student an opportunity to convince the advisory committee of his/her ability to pursue the projected topic to a successful conclusion. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method, and the importance of the projected work should be carefully but succinctly narrated in the Research Proposal.

The completed Research Proposal, with the properly signed cover sheet (supplied by the Graduate School), must be submitted to the Graduate School. The cover sheet must have the original signatures of the student, advisory committee, Department Chair, and Dean of the College. The paper for the thesis or dissertation proposal is good quality white bond paper of letter size or 8.5 " x 11 ".

The narrative section of the proposal should be **at least ten pages long**. In addition to the narrative, a list of the selected references cited must be included. For complete instructions on the preparation and submission of the Research Proposal, refer to the Research Proposal cover sheet (see page 15).

**Institutional Review Board (IRB)**

The IRB is the Texas A&M International University committee that reviews and approves protocols that use human subjects in research. All research involving human subjects must be approved by the IRB before commencing the research.

The IRB reviews research protocols to ensure that the rights and welfare of subjects are protected and that the proposed use of human subjects is in compliance with federal, state and university regulations. The criteria are established in accordance with the U.S. Department of Health and Human services regulations. Researchers must submit a Protocol for Human Subjects in Research application to the IRB and receive approval prior to commencing the research.

**Institutional Animal Care and Usage Committee (IACUC)**

All studies using live vertebrate animals must be reviewed and approved by TAMIU's IACUC. Approval is based on criteria established by the U.S. Public Health Services policy on Human Care and Use of Laboratory Animals. All students planning research involving live vertebrate animals are under the direction and supervision of a TAMIU faculty member who is responsible for securing any department or college permission necessary. Animal Care Use approval must be secured prior to final approval of the proposal.

**Institutional Biosafety Committee (IBC)**

The Institutional Biosafety Committee (IBC) is an appropriately constituted administrative body established to oversee the biohazardous or recombinant agents used for research and educational purposes by Texas A&M International University (TAMIU) faculty, employees, graduate, and undergraduate students, regardless of the source of funding. IBC supervises biohazardous or recombinant agent research in accordance with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines). Biosafety approval must be secured prior to final approval of the proposal.

**Publication of Thesis or Dissertation Research**

Graduate students may publish materials that will subsequently be used as part of the thesis or dissertation, provided that the Graduate School is notified, in writing, by the student at the time the paper is submitted for publication. The complete title, the names of all authors as they appear on the paper, and the name of the journal must be furnished.

**Copyright**

Since a thesis or dissertation is legally classified as a publication, care must be taken not to violate the Copyright Law of the United States. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in a separate appendix.

*Copyright compliance:* Permissions obtained for special inclusion of copyrighted materials are shown in the body of the thesis or dissertation using the following methods:

- As an appendix where the exact copy of the letter of permission appears.
- Using an explanatory footnote on the first page where the material is cited. The footnote should read: “Permission to include [cite the material] was obtained from [cite the grantor] and is included as appendix\_\_\_\_\_.”

Special permission may be required for:

- Inclusion of any work previously authored by you, if published.
- Work co-authored by you and other parties whether it was published or not.
- If you include work authored by other parties, you must have permission to use that work.

Students should submit a written statement or form acknowledging compliance with copyright laws.

For additional details on the Copyright Law of the United States, please visit <http://www.copyright.gov/title17/>

## THESIS/DISSERTATION COMMITTEE

### Selection of Thesis/Dissertation Committee

The committee should include at least four (4) tenured or tenure-track faculty members who are members of the Graduate Faculty at Texas A&M International University. The committee chair, and two of the four members, must be from the student's major field, and one member must be from a different field.

Selection of committee members should occur after discussion between the student and the committee chair. If the student wishes to include more than four faculty members on the committee, approval by the committee chair is required.

Once the committee has been chosen and the designated faculty members have agreed to serve, the student must obtain their signatures on the form "Request for Service on a Graduate Advisory Committee." The student takes this form to the Graduate School, where it is kept as part of the student's academic records. A copy of this form should also be submitted to the department chair. Students must update their committee membership if any faculty members on the committee have left the university.

### Thesis and Dissertation Defense Guidelines for Committee Members

The graduate faculty presumes that its members will exercise sound academic judgment in the conduct of all graduate examinations. The following instructions are guidelines to the conduct of an examination and specify the consequences of the balloting at the end of the examination.

- **ATTENDANCE OF THE COMMITTEE MEMBERS:** Each member is expected to attend the entire examination. Those who cannot do so should ask the Thesis or Dissertation Committee Chair and the Dean of the Graduate School to appoint someone else. In no event shall the examination be held without a full complement of committee members. If at the time of the examination a committee member is absent, the student's major advisor must notify the Dean of the Graduate School and find a suitable replacement or cancel the examination.
- **LENGTH OF THE EXAMINATION:** There is no time limit set by the Graduate School. However, at least two hours, but probably not more than three hours, should be scheduled for an examination. If questioning is not completed in a reasonable length of time, the examination may be adjourned until a later time, which is not to exceed three weeks duration from the scheduled examination date.
- **COPIES OF THE THESIS OR DISSERTATION:** Each committee member shall have a copy to read at least seven working days prior to the examination. The oral examination is not to be held until the thesis or dissertation is in final draft (except for minor points brought out during the examination). A vote to fail the candidate or adjourn the examination may be cast if the thesis or dissertation is incomplete or requires substantial rewriting.

- **VOTING:** After questioning of the candidate is complete, the candidate is asked to leave the room. General discussion of the examination and the candidate's performance should be allowed and encouraged before balloting. Committee members may discuss any topics concerning the candidate's performance and qualification. However, committee members must cast their votes independently. A vote to pass, fail, or adjourn the examination to a later date may be cast. A candidate will pass the examination if all votes but one are to pass. A candidate will fail if there are two or more votes to fail, and the examination will be adjourned if there are two or more votes to adjourn. Two votes of fail override two votes to adjourn. One vote to fail and one vote to adjourn are not acceptable and an additional ballot or ballots must be cast. If the vote is to adjourn, the examination must reconvene within 3 weeks.
- **VISITORS:** Thesis and Dissertation defense meetings are open to the University community and should be advertised at least one week in advance of the oral defense. Questions from visitors should be restricted to the thesis or dissertation or the clarification of prior answers and should not introduce new topics. Visitors' questions should be addressed to the chair, who may use discretion in addressing them to the candidate. The length of time devoted to questioning of the candidate by visitors is at the discretion of the major advisor. Visitors should arrive before the examination begins and will be excused when the questioning of the candidate is complete.



## THESIS SUBMITTAL AND REVIEW

### Committee Review and Approval of the Thesis

After the student has passed the final defense and the committee has approved the written thesis or dissertation, the committee, Department Chair, and College Dean signs the Written Thesis/Dissertation Approval Form. The student delivers the signed original form to the Graduate School. An unsigned Approval Page listing the committee members is included as the second page of the thesis or dissertation (see TAMIU Thesis Formatting Manual pages 15 and 16). **Each chair, co- chair and committee member (including special appointments) must sign the approval form for him/herself. There are no exceptions. Any student who is having trouble obtaining signatures should contact the Graduate School for guidance.**

### Thesis Length Requirement

To be eligible for approval by the TAMIU Graduate School, the narrative body of any thesis is required to be at least 40 pages in length. Front matter (Title Page, Approval Page, Acknowledgements, Dedications, Abstract, Table of Contents, Lists of Tables, Figures, and/or Graphs, Abbreviation pages, Forewords, Prefaces, and/or Prologues) and back matter (Endnotes, Bibliographies, Appendices, Vita, etc.) **do not** contribute to the minimum page requirement.

All pages within the manuscript's narrative body should meet standards for margins and filled space as outlined in the TAMIU Thesis and Dissertation Formatting and Policy Manuals, i.e. all margins are 1.0" on all sides. All computer data, illustrations, tables, and figures in the thesis or dissertation must conform to the margin requirements in every way. Do not allow more than one inch of empty space at the top or bottom of a page that has computer data, illustrations, tables, or figures. Such empty space should be corrected by being filled with text. More than one inch of empty space is acceptable only when using page breaks for major divisions in the narrative body text of the manuscript, such as when separating chapters or large sections.

### Submitting the ETD (Electronic Thesis/Dissertation) as a PDF File

The student converts the thesis/dissertation from the original format to PDF using PDF conversion software. Adobe Acrobat Reader and free printing to PDF software can be found on all computers at the open access labs. Free software is also available over the internet.

The student then submits the PDF file and journal model to [thesis@tamiu.edu](mailto:thesis@tamiu.edu). The maximum file size is 20 MB. Call the office if you are having problems with submitting because of excessive file size. The body of the email must contain the following information:

- Student's name and I.D. number;
- Date of scheduled graduation (May, August, or December and year)
- Degree sought
- Department
- Local telephone number at which the student or his/her representative may be reached during business hours. No corrections are given over the telephone.

### **Availability of the Thesis to the Public**

After the student has graduated, the thesis or dissertation will be available electronically via the TAMIU Research Information Online Thesis and Dissertation Repository: [https://rio.tamtu.edu/submit\\_research.html](https://rio.tamtu.edu/submit_research.html). Additionally, dissertations will be available from ProQuest/ UMI.

All theses and dissertations will eventually be available to the public. At the time of submittal, the student has the option to release the document immediately, have it held for a limited period of time (as specified in the *TAMTU Copyright and Availability Form*), or have it held for a longer period for patent/proprietary issues. Except in cases of patent/proprietary holds, information about the work (title, author, abstract, etc.) will be made available to the public during the restriction period.

## Submittal and Review Process

### *Overview of the Submittal Process*

- Successfully defend your research.
- Make any changes to the written thesis required by the committee.
- Obtain appropriate signatures on the approval form: committee chair and members, Department Chair, and College Dean.
- Electronically deliver the original *Signed Approval Form* to the Graduate School.
- Convert the final thesis to a PDF file.
- Submit the PDF file, Word document and journal model (if applicable) to [thesis@tamiu.edu](mailto:thesis@tamiu.edu) for review.

### *Overview of the Correction Process*

- Once Graduate School Receives the Word and PDF files, they will forward the submission to the Graduate Writing Consultant for review.
- Receive the necessary changes from the Graduate Writing Consultant after the manuscript has been reviewed. (Student and chair receive an email from the Graduate School.)
- Make the requested corrections to the original document.
- Once all corrections have been made and the document is formatted accordingly, the writing consultant will forward the finalized version of the thesis/dissertation to Graduate School.
- Graduate School will review again; if further corrections are required, the correction process will be repeated.

## Requirements for Submittal of Thesis/Dissertation

### *Items Required to Begin the Review Process (Needed by Submittal Deadline)*

- Submit a PDF file of the complete manuscript to [thesis@tamiu.edu](mailto:thesis@tamiu.edu).
- Electronically deliver the original *Signed Approval Form* to the Graduate School.
- Provide an article from the journal model that contains an example of a table, a figure and an extensive reference section (published within the last five years).

## Deadlines

To graduate in a given semester, students must submit (1) the signed approval form and (2) the thesis in final form as a PDF file four weeks prior to graduation. **There are no exceptions for late submittal.** Students submitting after Deadline Day cannot graduate until the following semester.

## Thesis/Dissertation Corrections

Students may make only those corrections required by the Graduate School after the manuscript is submitted electronically. Additional corrections requested by the student, the chair, or other committee members will not be accepted.

The Graduate Writing Consultant will contact the student via email after the review of the manuscript. The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and email the new PDF file to [thesis@tamiu.edu](mailto:thesis@tamiu.edu). The body of the email must contain the following information:

- Student's name and I.D. number
- Date of scheduled graduation (May, August, or December and year)
- Degree sought
- Department
- Local telephone number at which the student or his/her representative may be reached during business hours. No corrections are given over the telephone.

All corrections must be made promptly and meet the deadlines set by the Graduate School. Graduation will be postponed if corrections are not made on time. (Keep in mind that the Title, Approval and Abstract pages must be changed to reflect the correct date of graduation in the event of a graduation postponement.)

## Unacceptable Manuscripts

A thesis or dissertation may be declared unacceptable by the Graduate School and returned to the student and department head with a list of needed changes if the requirements outlined in this manual are not followed. In this situation the manuscript must be corrected and resubmitted as a new document. All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Unacceptable manuscripts returned to the student after Deadline Day will not be accepted for graduation in that semester.

## Graduate School Review Time

The following are approximate turn-around times after the manuscript and the signed approval form have been submitted to the Graduate School. Manuscripts are reviewed in the order received.

Early in semester - 7 working days  
 Week before Deadline Day - 10 working days  
 Deadline Day - 15 working days

If a manuscript is submitted in the semester before the semester you plan to graduate (that is, after Deadline Day for the current semester), turn-around time may be as long as six weeks because **no corrections can be given out for the next semester until all students are cleared for the current semester**. Call us if you have questions about this.

## **MISCELLANEOUS**

### **Plagiarism**

All Thesis or Dissertation proposals and final drafts must be accompanied with a Turnitin report (or comparable report from other software) with the Advisory Committee Chair's assessment of said report. Any Thesis or Dissertation that appears to be plagiarized will be brought to the Graduate Council for assessment. If the Graduate Council deems that the Thesis or Dissertation does indeed appear to be plagiarized, the case will be referred to the Honor Council.

### **Binding**

Although TAMIU no longer formally binds theses or dissertations, for a \$10/copy fee TAMIU can have copies of your theses/dissertation bound. To do so, you will need to pay the fee at the Bursar's Office in the Zaffirini Student Success Center, and bring the receipt, and printed hard copy of your document to the Graduate School (ZSC 223). Please note that it may take several weeks before we receive the bound copy.

## **APPENDICES**

Thesis/Dissertation Flowchart

Thesis/Dissertation Timeline

Request for Service on a Graduate Advisory Committee

Thesis or Dissertation Proposal Cover Sheet

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

Written Dissertation (Ph.D.) Approval Form

Copyright and Availability Form



# GRADUATE SCHOOL

## Thesis or Dissertation Flowchart

<p><b>1</b></p> <p>Selecting Graduate Advisory Committee (GAC)</p> <ul style="list-style-type: none"> <li>• Select 4 faculty members (1 chair &amp; 3 members) to act as your committee.</li> <li>• Obtain signatures of all members on "Request of Service" form.</li> </ul> <p><b>Forms needed:</b> "Request for Service on Graduate Advisory Committee" form</p> <p><b>Submit to:</b> Email <a href="mailto:thesis@tamiu.edu">thesis@tamiu.edu</a></p>	<p><b>2</b></p> <p>Drafting Proposal</p> <ul style="list-style-type: none"> <li>• Consult with your GAC to determine a defense date for thesis/dissertation proposal.</li> <li>• Proposals should meet all requirements determined by the TAMIU Thesis/Dissertation Policy Manual.</li> <li>• Select journal/formatting model for manuscript citations with committee chair.</li> </ul>	<p><b>3</b></p> <p>Defending Proposal</p> <ul style="list-style-type: none"> <li>• Defend thesis/dissertation on proposal to your committee.</li> <li>• Obtain signatures from GAC members, Department Chair, and College Dean.</li> </ul> <p><b>Forms needed:</b></p> <ul style="list-style-type: none"> <li>• "Thesis/Dissertation Proposal Cover Sheet"</li> <li>• Proposal manuscript</li> <li>• Article for journal model</li> </ul> <p><b>Submit to:</b> College of Arts and Sciences by the deadline</p>	<p><b>*4*</b></p> <p>Submitting Research Approval</p> <ul style="list-style-type: none"> <li>• If your project involves <u>human participants, animals, or biosafety</u>, you <b>MUST</b> complete this step before proceeding. If your project does not involve human subjects, proceed to next steps.</li> </ul> <p>See adjoining "Thesis/Dissertation Research Approval" Flowchart</p>	<p><b>5</b></p> <p>Finishing Manuscript</p> <ul style="list-style-type: none"> <li>• With GAC guidance, complete all content of thesis/dissertation manuscript.</li> <li>• Conduct approved research, collect data, and finish edits on your final manuscript.</li> </ul>	<p><b>6</b></p> <p>Final Defense</p> <ul style="list-style-type: none"> <li>• Have all GAC member read your complete manuscript.</li> <li>• When GAC determines completion, your final defense will be scheduled.</li> <li>• Present oral defense of thesis/dissertation.</li> </ul> <p><b>Note:</b> Scheduling of final defenses <b>USUALLY falls 4 to 5 weeks before end of semester</b>. Allow time for GAC edits, additions, and COAS/Graduate School</p>	<p><b>7</b></p> <p>Submitting to College of Arts and Sciences (COAS)</p> <ul style="list-style-type: none"> <li>• After successful defense, <u>COMMITTEE CHAIR</u> will submit forms signed by GAC, Department Chair, and College Dean electronically to the Graduate School by the deadline.</li> </ul> <p><b>Forms needed:</b></p> <ul style="list-style-type: none"> <li>• "Written Thesis/Dissertation Approval Form"</li> <li>• "Copyright and Availability Form"</li> <li>• Approved final manuscript</li> <li>• Other pending documents</li> </ul> <p><b>Submit to:</b> COAS via committee chair (students may not submit forms).</p>	<p><b>8</b></p> <p>Reviewing &amp; Formatting</p> <ul style="list-style-type: none"> <li>• COAS will review manuscript and forward it to the Graduate School and Writing Consultant.</li> <li>• Student will be notified or required revisions, check email frequently for communication from the writing consultant.</li> <li>• All required revisions <b>MUST</b> be completed by the set deadlines <b>BEFORE</b> graduation date.</li> </ul> <p><b>Forms needed:</b> Manuscript with approved COAS and Graduate School revisions <b>Submit to:</b> Graduate School</p>
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## Texas A&M International University Graduate School Thesis/Dissertation Timeline

### Graduate Advisory Committee

1. Request four faculty members to serve on your Graduate Advisory Committee. Your Graduate Advisory Committee should consist of 1 Committee Chair and 3 Committee Members.
2. Obtain the "Request for Service on a Graduate Advisory Committee" form from the Graduate School webpage.
3. Complete and obtain the original signatures of your Graduate Advisory Committee members on the "Request for Service on a Graduate Advisory Committee" form and submit to the Graduate School, Senator Judith Zaffirini Student Success Center 223 (ZSC 223) or via email to [thesis@tamiu.edu](mailto:thesis@tamiu.edu) as soon as the form is complete.

### Thesis/Dissertation Proposal

4. Prepare your thesis/dissertation proposal in consultation with your Graduate Advisory Committee.
5. Once your committee members have determined that you are ready to defend your thesis/dissertation proposal, schedule your thesis/dissertation proposal defense.
6. Once you have successfully defended your thesis/dissertation proposal, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the "Thesis or Dissertation Proposal Cover Sheet" form from the Graduate School webpage. Submit the original, signed proposal cover sheet and your thesis/dissertation proposal (minimum 10 pages) to the Graduate School, ZSC 223 by the last class day of the semester in which you defended your proposal.

### Thesis/Dissertation

7. If your thesis/dissertation research involves human participants, work with your faculty advisor to submit the "Determination of Human Research" form to the Institutional Review Board (IRB) in KL 326 or [irb@tamiu.edu](mailto:irb@tamiu.edu) for approval, [http://www.tamiu.edu/irb/irb\\_forms.shtml](http://www.tamiu.edu/irb/irb_forms.shtml)
8. If your thesis/dissertation research involves animals, work with your faculty mentor to be added, if not already, to the "Animal Use Protocol Application" and provide notification of approval from IACUC.
9. If your thesis/dissertation research involves biosafety, contact the Office of Research and Sponsored Projects at (956) 326-3028.
10. Complete your thesis/dissertation in consultation with your Graduate Advisory Committee.
11. Once your committee members have determined that you are ready to defend your thesis/dissertation, schedule your thesis/dissertation defense.  
\*Please keep in mind when scheduling your defense that your approved thesis is due to the Graduate School 4 weeks prior to graduation.
12. Once you have successfully defended your thesis/dissertation, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the "Written Thesis (M.S./M.A.) Approval Form" or the "Written Dissertation (Ph.D.) Approval Form" from the Graduate School webpage. Submit the original, signed form to the Graduate School, ZSC 223. Submit your thesis/dissertation (PDF), (minimum 40 pages in length for the narrative body text of the thesis; front matter and back matter do not contribute to this minimum page length) and a copy of an article that you are following for formatting to [thesis@tamiu.edu](mailto:thesis@tamiu.edu). Complete and obtain your Committee Chair's signature on the "Copyright and Availability Form" and submit to the Graduate School, ZSC223.  
\*Please note that if you request a journal hold, your work will be held for one year and then it will be released for worldwide access on the Internet (you may request a one-year extension if needed).  
**\*Original submission of the thesis/dissertation is due four weeks prior to graduation.**

### Thesis/Dissertation Review and Formatting

13. The Graduate School will review the thesis/dissertation for formatting only. The Graduate School does not review for content. After the initial review the thesis/dissertation will be returned to you for revisions. The thesis/dissertation may be returned to you multiple times before it is approved.
14. Once final approval of the thesis/dissertation is received you will receive notification from the Dean of the Graduate School.

**\*The final submission of the thesis/dissertation must be received by the Graduate School by the day prior to graduation.**



**Texas A&M International University**  
A Member of the Texas A&M University System  
**Graduate School**

**Request for Service on a Graduate Advisory Committee**

Student Name: \_\_\_\_\_ TAMIU ID: \_\_\_\_\_

College: \_\_\_\_\_ Degree: ☐ Master's ☐ Doctoral Major: \_\_\_\_\_

The above student has requested that I serve on his/her Graduate Advisory Committee. I understand that serving on this committee requires that I be reasonably available to this student for consultation and guidance. Additionally, I understand that I, along with the other members of the committee, have a particular and direct responsibility for the following:

☐ Comprehensive Examination  
Examination/Graduation Semester: Fall ☐ Spring ☐ Summer ☐ Year: \_\_\_\_\_

- Designing a degree plan in consultation with the student
- Preparing and evaluating the comprehensive examination

☐ Thesis ☐ Dissertation  
Graduation/Submission Semester: Fall ☐ Spring ☐ Summer ☐ Year: \_\_\_\_\_

- Designing a degree plan in consultation with the student
- Assisting with the thesis/dissertation
- Reading and evaluating the thesis/dissertation
- Preparing, administering and evaluating the defense of the thesis/dissertation

Cognizant of the above responsibilities, I agree to serve on the Graduate Advisory Committee of the above named student.

Approval / Required Signatures:

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Signature Date

Submit Request for Services on a Graduate Advisory Committee form with all required original signatures to:

**Graduate School**  
**Sue & Radcliffe Killam Library 416**  
Phone: 956.326.3020 ~ Email: [thesis@tamiu.edu](mailto:thesis@tamiu.edu)  
Website: [www.tamiu.edu/gradschool](http://www.tamiu.edu/gradschool)

# Texas A&M International University

A Member of the Texas A&M University System

## Graduate School

### Thesis or Dissertation Proposal Cover Sheet

College: \_\_\_\_\_ Degree: ☐ Master's ☐ Doctoral Major: \_\_\_\_\_

Tentative Title: (Title should be concise)

\_\_\_\_\_

\_\_\_\_\_

Article/Journal Model: \_\_\_\_\_

This proposal includes \_\_\_\_\_ attached sheets. (Proposals should be at least ten pages in length.)

The proposal should present concise information covering the following:

1. Objectives: Make a clear statement of the results you hope to accomplish through the proposed research.
  2. Present status of the question: Summarize the previous research in this area, especially citing any gaps which the study may help to fill. Include definite citations in your summary.
  3. Procedure: Indicate clearly the methods you will use in gathering and analyzing data to accomplish the objectives.
- For further instructions refer to the Thesis or Dissertation Manual.

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Student's Name

\_\_\_\_\_  
Committee Chair Date

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Date of Defense (mm/dd/yy): \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Anticipated Submission/Graduation: Fall ☐ Spring ☐ Summer ☐ Year: \_\_\_\_\_

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