

THESIS PROCESS: FACULTY

Step One: Appointment of Thesis Committee

- Complete the Appointment of Thesis Committee Form. The Appointment of Thesis Committee form can be found on The Graduate School web page, under [Thesis and Dissertation Center](#) > Forms
- Minimum of 3 committee members, all with proper Graduate Faculty Membership. Check the [List of Graduate Faculty Membership](#) for current status before submitting the Appointment of Thesis Committee Form.
 - Graduate Research Faculty
 - Visiting Graduate Faculty
- UT Tyler academic department chair or designee (not the student) submits completed form to gradforms@uttyler.edu for review
- If Faculty does not meet proper Graduate Faculty Membership, these are the steps to apply:
 - Graduate Faculty Membership Application can be found on the Graduate School Web Page, Under Faculty > Graduate Credentialing (This [List of Graduate Faculty Membership](#) is also where you can review faculty members' credentialing)
 - Update curriculum vitae to reflect all scholarly and research projects
 - UT Tyler academic department chair or designee submits completed application and CV to gradforms@uttyler.edu
 - Grad Forms will notify faculty member, college dean, and department chair of approval of application with a formal electronic letter

Step Two: Notice of Oral Defense

- We request that the details of the thesis defense be sent to gradforms@uttyler.edu so that we may
 - Send out a detailed defense invitation to the thesis chair, student, and all full-time faculty
 - If desired by the thesis chair, The Graduate School will promote the thesis defense on social media page(s) and The Graduate School calendar

Step Three: Submission of Thesis Manuscript to The Graduate School

(Student Responsibility)- (After a successful thesis defense)

- Thesis manuscript is submitted to thesis committee members for physical signatures (or DocuSign if available)
- Thesis manuscript, with signed signature page is submitted to The Graduate School for formatting review (gradmanuscripts@uttyler.edu)
- The signed signature page MUST be inserted in the manuscript and submitted by the deadline. It cannot be sent as a separate file

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- Student submits documents to gradmanuscripts@uttyler.edu (faculty member may submit on behalf of the student, but the student must be cc'd)
- gradmanuscripts@uttyler.edu will send electronic manuscript to the reviewer and will correspond with student via email
- Students should check email for revisions; initial submission does not indicate approval of manuscript/graduation
- It is the student's responsibility to address any needed corrections in a timely manner to ensure corrections are made in time to graduate for their desired semester
- Pay close attention to the instructions [online](#) regarding formatting/submission guidelines

Step Four: Approval of Thesis Manuscript:

Once student receives email of approved thesis manuscript:

- Electronic Thesis Submission Information, including Rights Management and Access Information, will be emailed
- Student must upload their approved manuscript to Scholar Works
 - Instructions are emailed with the approval paperwork

Step Five: Thesis Manuscript Submission to the Institutional Repository

(Student Responsibility)

- After the submission to the Institutional Repository (Scholar Works):
 - The student will receive two emails from Scholar Works – the first confirms that the submission was received, and the second confirms that the manuscript has been accepted
 - Students will forward the accepted email to gradmanuscripts@uttyler.edu and we will update the student's myUTTyler account so that the student may receive their degree
 - The degree cannot be conferred until the student forwards their successful submission email to gradmanuscripts@uttyler.edu. Failure to forward their successful submission email may result in deferral of graduation to the next available semester