Step One: Appointment of Dissertation Committee

- The Appointment of Dissertation Committee form is on the Thesis and Dissertation Center webpage
- Must have 3 committee members in total (including the chair); all should have the proper Graduate Research Faculty Membership
- UT Tyler employee submits completed form to gradforms@uttyler.edu for review
- If a faculty member does not hold the proper membership they can apply for Graduate faculty Membership:
  - The application can be found on the Graduate School web page, under Faculty > Graduate Credentialing (This is also where you can review faculty members' credentialing)
  - gradforms@uttyler.edu will notify you of approval of application with a formal electronic letter

Step Two: Proficiency Exam Report

- The Proficiency Exam Report can be found on Thesis and Dissertation Center webpage under Dissertation/Doctoral Forms.
- Dissertation chair submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will notify you of receipt and processing of examination report

Step Three: Request to Schedule Oral Defense

- This form must be submitted no later than 10 Business days before the proposed date of the Oral Defense
- Dissertation/project chair submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will:
  - Send out a detailed defense invitation to the dissertation/project chair, student, and all full-time Faculty
  - If desired by the dissertation/project chair, The Graduate School will promote the defense on social media page(s) and The Graduate School calendar

Step Four: Oral Defense Report

- The Oral Defense Report form can be found on The Graduate School webpage under Doctoral Forms
- This form must be submitted no later than 5 working days after the Oral Defense.
- Dissertation chair submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will send the student a link to the Post-Defense Survey

2/8/2021
Step Five: Submit Dissertation Manuscript to The Graduate School
(Student Responsibility)

• After the successful oral defense of dissertation to:
  o Dissertation Manuscript is submitted to the dissertation committee members for physical signatures or via DocuSign. Please check with your chair to see which method your program uses
  o Dissertation Manuscript, with signed signature page is submitted to The Graduate School for formatting review.
  o Student submits documents to gradmanuscripts@uttyler.edu (faculty member may submit on students behalf but student must be cc’d)
  o gradmanuscripts@uttyler.edu will send electronic manuscript to the reviewer and will correspond with student via email
  o Student should check email for revisions; initial submission does not indicate approval of manuscript/graduation

Step Six: Approval of Dissertation Manuscript

• Once a student receives email of approved dissertation manuscript:
  o Electronic Thesis Submission Information, including Rights Management and Access Information, will be emailed
  o Student must upload their approved manuscript to Scholar Works (a video tutorial gets emailed with the approval paperwork)

Step Seven: Dissertation Manuscript Submission to the Institutional Repository
(Student Responsibility)

• After the Submission to the Institutional Repository (Scholar Works):
  o The student will receive a successful submission email from Scholar Works
  o The successful submission email that states “has been posted” must be forwarded to gradmanuscripts@uttyler.edu
  o After Gradmanuscripts receives the successful submission email, the student’s myUTTyler will be updated so that the student may receive their degree
  o If the student does not forward their successful submission email to gradmanuscripts, their degree cannot be conferred