

DISSERTATION PROCESS: STUDENT

Step One: Appointment of Dissertation Committee

- The Appointment of Dissertation Committee form can be found on The Graduate School web page, under [Thesis and Dissertation Center](#) > Forms > Dissertation/Doctoral Forms
- Must have 3 committee members in total (including chair); all should have the proper Graduate Research Faculty Membership
- You or your dissertation chair can review the Graduate Credentialing [website](#) for faculty status information
- UT Tyler employee (not the student) submits completed form to GradForms@uttyler.edu for review
- GradForms@uttyler.edu will notify you and your dissertation chair of approval of dissertation committee

Step Two: Report of Preliminary Exam

- The Report of Preliminary Exam form can be found on The Graduate School web page, under [Thesis and Dissertation Center](#) > Forms > Dissertation/Doctoral Forms
- Dissertation chair submits completed form to GradForms@uttyler.edu for review
- GradForms@uttyler.edu will notify your dissertation chair of receipt and processing of examination report

Step Three: Request to Schedule Oral Defense

- The Request to Schedule Oral Defense form can be found on the Thesis/Dissertation web page under Dissertation/Doctoral Forms
- 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 section of Patriots Engage

Step Four: Oral Defense Report

- The Oral Defense Report form can be found on The Graduate School web page for faculty members
- This form must be submitted no later than 5 business days after the Oral Defense
- Dissertation Chair submits completed form to GradForms@uttyler.edu for review
- GradForms@uttyler.edu will confirm with your dissertation chair receipt of Oral Defense Report

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Step Five: Submit Dissertation Manuscript to The Graduate School

- After the successful Oral Defense of Dissertation:
 - Dissertation manuscript is submitted to dissertation committee members for physical signatures or digitally through DocuSign
 - Dissertation manuscript, with signed signature page, is submitted to The Graduate School for formatting review
 - The signed signature page **MUST** be inserted in the manuscript and submitted by the deadline. It cannot be sent as a separate file
 - 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
 - Student 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
 - M multi-paper format and style form to submit a multi-paper formatted manuscript to The Graduate School
 - Multi-Paper Format and Style Form can be found on Thesis and Dissertation Center> Forms >Dissertation/Doctoral [Forms](#)
 - Student submits completed form with manuscript to GradManuscripts@uttyler.edu

Step Six: Approval of Dissertation Manuscript

- Once a student receives email of approved dissertation 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 Seven: Dissertation Manuscript Submission to the Institutional Repository

- 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