

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.
- 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 that information
- UT Tyler employee submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will notify your dissertation chair of approval of dissertation committee
 - NURSING PhD STUDENTS** should review the multi-paper format and style form in order to submit a multi-paper formatted manuscript to The Graduate School.
 - Multi-Paper Format and Style Form can be found on The Graduate School web page, under Current Students, then Thesis/Dissertation information
 - Student submits completed form with manuscript to gradmanuscripts@uttyler.edu (See Step 5)

Step Two: Report of Preliminary Exam

- The Report of Preliminary Exam form can be found on The Graduate School web page for faculty members
- 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 calendar

Step Four: Oral Defense Report

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- 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

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
 - Dissertation manuscript, with signed signature page, is submitted to The Graduate School for formatting review
 - Student Submits documents to gradmanuscripts@uttyler.edu (faculty member may submit on behalf of the student but the student must be cc'd)
 - gradmauscripts@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

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 (a video tutorial gets email 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 a successful submission email from Scholar Works
 - The successful submission email that states “has been posted” must be forwarded to gradmanuscripts@uttyler.edu
 - After gradmanuscripts receives the successful submission email, the students myUTTyler will be updated so that the student may receive their degree
 - If the student does not forward their successful submission email to gradmanuscripts, their degree cannot be conferred