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.
  o Graduate Research Faculty
  o 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:
  o 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).
  o Update curriculum vitae to reflect all scholarly and research projects.
  o UT Tyler academic department chair or designee submits completed application and CV to gradforms@uttyler.edu.
  o 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:
  o Send out a detailed defense invitation to the thesis chair, student, and all full-time faculty.
  o 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.

Revised October 2021
THESIS PROCESS: FACULTY

- 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