

THESIS PROCESS: STUDENT

Step One: Appointment of Thesis Committee

- The Appointment of Thesis Committee form can be found on The Graduate School web page, under Thesis and Dissertation
- Minimum of 3 committee members; all should have the proper Graduate Faculty Membership:
 - Graduate Research Faculty
 - Visiting Graduate Faculty
- UT Tyler employee submits completed form to gradforms@uttyler.edu for review
- You or your chair can check the Graduate Credentialing [website](#) to review the Graduate Faculty Membership information
- gradforms@uttyler.edu will notify your thesis chair of approval of Thesis Committee

Step Two: Notice of Oral Defense

- We request that the details of your thesis defense be sent to gradforms@uttyler.edu so that we may create an invitation – this is not mandatory for thesis students but if offered if you would like us to help you promote it.
- We will need
 - College Name (ex: College of Engineering)
 - Title of Thesis
 - Student First and Last Name,
 - Degree and Program (ex: MS Biology)
 - Defense Time, Day, Month, Date, Year
 - Room Number
 - Zoom dial in (if applicable)
 - Thesis Chair Name and College (if different from above)
- gradforms@uttyler.edu will then:
 - Send out a detailed thesis defense invitation to thesis chair, student, and all full-time Faculty
 - Promote the Thesis Defense

Step Three: Submission of Thesis Manuscript to The Graduate School

- After the successful thesis defense:
 - Thesis manuscript is submitted to thesis committee members for physical signatures
 - Thesis manuscript, with signed signature page, is submitted to gradmanuscripts@uttyler.edu (faculty member may submit on behalf of student but student must be cc'd)

THESIS PROCESS: STUDENT

- 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

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 ScholarWorks (a video tutorial gets emailed with the approval paperwork)

Step Five: Thesis Manuscript Submission to the Institutional Repository

- After the submission to the Institutional Repository (ScholarWorks):
 - 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
 - If the student does not forward their successful submission email to gradmanuscripts@uttyler.edu, their degree cannot be conferred