

## **Submittal Requirements Checklist for Master's Students**

Once you have scheduled your final, examination (oral defense) through the Office of Graduate Studies & Research, you will need to complete the following steps in order to clear the Office of Graduate Studies & Research.

### **Steps to Complete Prior to Submission**

- Refer to Thesis Manual for guidance on requirements, deadlines and formatting (recommended).
- Complete all committee-requested corrections and incorporate all desired content into the thesis. No changes will be accepted to the thesis following submittal. Note: We highly recommend use of the Office of Graduate Studies & Research templates to format your document.
- Successfully complete final examination, and submit report of final exam (exam results) to OGSR.

### **Steps to Complete by the Submittal Deadline to Begin the Review Process**

- Submit one original signed Written Thesis Approval Form to the Office of Graduate Studies & Research available on our website at <http://www.tamtu.edu/gradschool/ThesisForms.shtml>. Hand-deliver to office.
- Email the thesis as a single PDF file to [thesis@tamtu.edu](mailto:thesis@tamtu.edu).
- Attach a copy of an article from your journal model as a supplemental file with your PDF. This article must be from a peer-reviewed journal, have been published within the last 5 years and contain an extensive reference list.

### **Additional Items to Complete for Clearance from the Office of Graduate Studies & Research**

- Complete all thesis corrections requested by the Office of Graduate Studies & Research.
- Apply for graduation in the semester graduating at the Office of the Registrar's
- Register for the semester (unless cleared by early deadline to avoid registration).
- Pay the processing fee: The \$40 processing fee (payable at the Office of Graduate Studies & Research).
- Submit the Copyright and Availability Form, which must be signed by the student and committee chair/co-chair. Fax/scanned copies are acceptable.
- Submit permission(s) from copyright holders to use material previously published.

### **Additional Resources**

- For official deadlines visit the Graduate Studies & Research Office at visit <http://www.tamtu.edu/gradschool>.

- For a listing of steps to fulfill degree requirements, see the online Graduate Student Handbook and the “Steps to Fulfill Master’s Degree Requirements” at <http://www.tamtu.edu/gradschool/documents/GraduateHandbookFall20112012RevisedMay152012.pdf>
- Visit the Office of Graduate Studies & Research website at <http://www.tamtu.edu/gradschool> for additional guidance on preparing and submitting your thesis.

Students are responsible for knowing the requirements of the current Thesis Manual and for proofing their manuscripts to comply with those requirements.