

Texas A&M International University

Graduate School Thesis/Dissertation Timeline

Graduate Advisory Committee

1. Request four faculty members to serve on your Graduate Advisory Committee. Your Graduate Advisory Committee should consist of 1 Committee Chair and 3 Committee Members.
2. Obtain the "Request for Service on a Graduate Advisory Committee" form from the Graduate School webpage.
3. Complete and obtain the original signatures of your Graduate Advisory Committee members on the "Request for Service on a Graduate Advisory Committee" form and submit to the Graduate School, Senator Judith Zaffirini Student Success Center 206 (ZSC 206) or via email to thesis@tamiu.edu as soon as the form is complete.

Thesis/Dissertation Proposal

4. Prepare your thesis/dissertation proposal in consultation with your Graduate Advisory Committee.
5. Once your committee members have determined that you are ready to defend your thesis/dissertation proposal, schedule your thesis/dissertation proposal defense.
6. Once you have successfully defended your thesis/dissertation proposal, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the "Thesis or Dissertation Proposal Cover Sheet" form from the Graduate School webpage. Submit the original, signed proposal cover sheet and your thesis/dissertation proposal (minimum 10 pages) to the Graduate School, ZSC 206 by the last class day of the semester in which you defended your proposal.

Thesis/Dissertation

7. If your thesis/dissertation research involves human participants, work with your faculty advisor to submit the "Determination of Human Research" form to the Institutional Review Board (IRB) in KL 326 or irb@tamiu.edu for approval, http://www.tamiu.edu/irb/irb_forms.shtml
8. If your thesis/dissertation research involves animals, work with your faculty mentor to be added, if not already, to the "Animal Use Protocol Application" and provide notification of approval from IACUC.
9. If your thesis/dissertation research involves biosafety, contact the Office of Research and Sponsored Projects at (956) 326-3028.
10. Complete your thesis/dissertation in consultation with your Graduate Advisory Committee.
11. Once your committee members have determined that you are ready to defend your thesis/dissertation, schedule your thesis/dissertation defense.
*Please keep in mind when scheduling your defense that your approved thesis is due to the Graduate School 4 weeks prior to graduation.
12. Once you have successfully defended your thesis/dissertation, obtain the original signatures of your Graduate Advisory Committee members, the Department Chair, and the College Dean on the "Written Thesis (M.S./M.A.) Approval Form" or the "Written Dissertation (Ph.D.) Approval Form" from the Graduate School webpage. Submit the original, signed form to the Graduate School, ZSC 206. Submit your thesis/dissertation (PDF and Word version), and a copy of an article that you are following for formatting to thesis@tamiu.edu. Complete and obtain your Committee Chair's signature on the "Copyright and Availability Form" and submit to the Graduate School, ZSC 206.
*Please note that if you request a journal hold, your work will be held for one year and then it will be released for worldwide access on the Internet (you may request a one-year extension if needed).
***Original submission of the thesis/dissertation is due four weeks prior to graduation.**

Thesis/Dissertation Review and Formatting

13. The Graduate School will review the thesis/dissertation for formatting only. The Graduate School does not review for content. After the initial review the thesis/dissertation will be returned to you for revisions. The thesis/dissertation may be returned to you multiple times before it is approved.
14. Once final approval of the thesis/dissertation is received you will receive notification from the Dean of the Graduate School.

***The final submission of the thesis/dissertation must be received by the Graduate School by the day prior to graduation.**