

# Thesis/Dissertation Flowchart

## 1. Graduate Advisory Committee (GAC)

- 4 faculty members (1 committee chair, 3 members)
- Obtain signatures on the "Request for Service on Graduate Advisory Committee" form - Submit to the Graduate School (ZSC 206) or [thesis@tamiu.edu](mailto:thesis@tamiu.edu)

## 2. Thesis/Dissertation Proposal

- Prepare/consult with GAC. The GAC determines when you are ready to defend the thesis/dissertation proposal.
- "Thesis/Dissertation Proposal Cover Sheet" signed by GAC, Department Chair, and College Dean
- Submit Thesis/Dissertation proposal and cover sheet to the Graduate School (ZSC 206)

3. Does your research involve human participants?

YES

Submit "Determination of Human Research" form to IRB in KL 326 or [irb@tamiu.edu](mailto:irb@tamiu.edu) for approval  
Proceed to Steps 4-7

NO

Does your research involve animals?

YES

Work with "Animal Use Protocol Application" and provide notification of approval from IACUC  
Proceed to Steps 4-7

NO

Does your research involve biosafety?

YES

Contact the Office of Research and Sponsored Projects at (956) 326-3028  
Proceed to Steps 4-7

NO

Proceed to Steps 4-7

## 4. Complete Thesis/Dissertation with GAC Guidance

- After GAC determines you're ready, schedule the thesis/dissertation defense

5. After successful defense, "Written Thesis Approval" form or "Written Dissertation Approval" form signed by GAC, Department Chair, and College Dean and delivered to the Graduate School, ZSC 206

Approved thesis/dissertation must be received by the Graduate School (ZSC 206) 4 weeks PRIOR to graduation!

## 6. SUBMIT to [thesis@tamiu.edu](mailto:thesis@tamiu.edu)

- Thesis/Dissertation (PDF Version)
- Copy of an article that you are following for formatting

**SUBMIT to the Graduate School, ZSC 206**  
-"Copyright and Availability Form" signed by Committee Chair

## 7. Review & Formatting:

- The Graduate School reviews the thesis/dissertation for formatting ONLY, not content.
- You will receive notification from the Dean of the Graduate School of any required revisions.

Final Submission of the thesis/dissertation, with required revisions, must be received by the Graduate School the day PRIOR to graduation!