

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 Center](#) > Forms
- Minimum of 3 committee members; all should have the proper Graduate Faculty Membership:
 - Graduate Research Faculty
 - Visiting Graduate Faculty
- You or your chair can check the Graduate Credentialing [website](#) to review the Graduate Faculty Membership information
- UT Tyler employee (not the student) submits completed form to GradForms@uttyler.edu for review
- GradForms@uttyler.edu will notify you and 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
- 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 on social media page(s) and The Graduate School section of Patriots Engage

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)
 - 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
 - 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

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- 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

- 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