

DISSERTATION PROCESS: FACULTY

Step One: Appointment of Dissertation Committee

- The Appointment of Dissertation Committee form can be found on The Graduate School web page, under [Thesis and Dissertation Center](#) > Forms > Dissertation/Doctoral Forms
- Must have 3 committee members in total (including the chair); all should have the proper Graduate Research Faculty Membership
- UT Tyler academic department chair or designee (not the student) submits completed form to gradforms@uttyler.edu for review
- If faculty does not meet proper Graduate Faculty Membership, these are the steps to apply:
 - Graduate Faculty Membership Application can be found on the Graduate School Web Page, Under Faculty > Graduate [Credentialing](#) (This [List of Graduate Faculty Membership](#) is also where you can review faculty members' credentialing)
 - Update curriculum vitae to reflect all scholarly and research projects
 - UT Tyler academic department chair or designee submits completed application and CV to gradforms@uttyler.edu
 - Grad Forms will notify faculty member, college dean, and department chair of approval of application with a formal electronic letter

Step Two: Report of Preliminary Exam

- The Report of Preliminary Exam form can be found on The Graduate School web page, under Forms > Dissertation/Doctoral Forms
- Dissertation chair submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will notify you of receipt and processing of examination report

Step Three: Notice of Oral Defense

- The Notice of Oral Defense form can be found on the Graduate School web page under Forms > Dissertation/Doctoral [Forms](#)
- This form must be submitted no later than 10 business days before the proposed date of the Oral Defense
- Dissertation chair submits completed form to gradforms@uttyler.edu for review
- gradforms@uttyler.edu will:
 - Send out a detailed dissertation defense invitation to the dissertation chair, student, and all full-time faculty
 - Promote the dissertation defense on social media page(s) and The Graduate School section of Patriots Engage

DISSERTATION PROCESS: FACULTY

Step Four: Final Oral Defense Report

- The Final Oral Defense Report form can be found on The Graduate School web page under Forms > Dissertation/Doctoral [Forms](#)
- This form must be submitted no later than 5 working days after the Oral Defense
- Dissertation chair submits completed form to gradforms@uttyler.edu for review

Step Five: Submit Dissertation Manuscript to The Graduate School (Student Responsibility)

- After the successful oral defense of dissertation to:
 - Dissertation Manuscript is submitted to the dissertation committee members for physical signatures or via DocuSign if available
 - Dissertation Manuscript, with signed signature page is submitted to The Graduate School for formatting review
 - The signed signature page **MUST** be inserted in the manuscript and submitted by the deadline. It cannot be sent as a separate file
 - Student submits documents to gradmanuscripts@uttyler.edu (faculty member may submit on behalf of the student, but the student must be cc'd)
 - gradmanuscripts@uttyler.edu will send electronic manuscript to the reviewer and will correspond with student via email
 - Students 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 Six: Approval of Dissertation Manuscript

- Once student receives email of approved dissertation manuscript:
 - Electronic Thesis Submission information, including rights management and access information will be emailed
 - Students must upload their manuscript to ScholarWorks
 - Instructions are emailed with the approval paperwork

DISSERTATION PROCESS: FACULTY

Step Seven: Dissertation Manuscript Submission to the Institutional Repository (Student Responsibility)

- 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