

## THESIS AND DISSERTATION CHECKLIST

[Thesis/Dissertation website](#)

*You may use the following as a checklist during the completion of your Thesis/Dissertation. However, you are strongly advised to check with your GPC for other requirements.*

### SET UP COMMITTEE

- ☐ Meet with Committee Chair to set up Thesis/Dissertation Committee during first semester.
- ☐ Complete the “App for T/D Committee” form and send through DocuSign for signatures of Committee members. The completed form should be sent to [ETD@utrgv.edu](mailto:ETD@utrgv.edu).
- ☐ Proposal: must be approved by Committee.

### ENROLL IN THESIS OR DISSERTATION COURSE

- ☐ Enroll in T/D Courses. Once graduate work has started, you must continue to enroll in T/D courses until your thesis or dissertation is complete (including summer session).

### DRAFT (DURING FINAL SEMESTER)

- ☐ Refer to the T/D Formatting Guides for information and sample pages.
- ☐ Upload a copy of your draft on the ProQuest website at [www.etdadmin.com/utrgv](http://www.etdadmin.com/utrgv). Check UTRGV T/D website for deadlines and procedures.
- ☐ You will be notified by email (within about 5 business days) if any revisions need to be made.

### DEFENSE

- ☐ Coordinate your defense at the beginning of your last semester with your Committee Chair. Defense deadlines can be found on the UTRGV T/D website.

### CERTIFICATION OF COMPLETION and SURVEY OF EARNED DOCTORATES

- ☐ Once you have defended your thesis or dissertation, the Certification of Completion of Thesis or Dissertation form must be signed by all committee members and sent to the Graduate College office. This is a requirement for graduation.
- ☐ Doctoral students only: complete Survey of Earned Doctorates (link on T/D website).

### FINAL SUBMISSION OF THESIS OR DISSERTATION

- ☐ Upload your final draft to ProQuest by, or before, the final deadline. Ensure you will have enough time to make any necessary formatting revisions. You will be notified that your draft has been approved by the Graduate College. The Graduate College will upload a revised copy to ProQuest, if necessary.

If you do not submit a draft by the Rough Draft Deadline posted on the T/D website, your name and T/D title will not be included in the commencement program. Please reach out to [ETD@utrgv.edu](mailto:ETD@utrgv.edu) for extenuating circumstances.