

Thesis Student Checklist

Please use the checklist below for a timely submission of requirements.
Forms can be found at <http://gradschool.tamucc.edu/forms.html>

Timeline

<input type="checkbox"/>	Degree Plan	Before completing 50% of required program SCH
<input type="checkbox"/>	Form A – Thesis Advisory Committee Appointment	Before start of data collection/creative activity
<input type="checkbox"/>	Form B – Preliminary Agreement to Schedule the Thesis Defense/Final Examination	Five (5) days prior to defense
<input type="checkbox"/>	Form C – Thesis Defense & Written Thesis Report - Form should not be signed until student has passed the defense AND made all necessary thesis changes requested by the committee.	Two (2) weeks prior to Graduation
<input type="checkbox"/>	Form D – Thesis Committee Member Change Request	As needed
<input type="checkbox"/>	Form I – Graduate Degree Plan Exceptions Form	As soon as needed for exception
<input type="checkbox"/>	Form J – Graduate Degree Plan Revalidation Request	As needed
<input type="checkbox"/>	Form K – Request for a Leave of Absence	As needed, prior to requested leave period
<input type="checkbox"/>	Final Version of Thesis Uploaded to ProQuest www.etdadmin.com/tamucc - Thesis submission deadlines can be found online at http://gradschool.tamucc.edu/current_students/masters_students.html Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at http://gradschool.tamucc.edu/current_students/doctoral_dissertation.html	2 weeks prior to Graduation