Thesis Office Update
Fall 2013

Laura Hammons, Director, Thesis Office
Mission

The Mission of the Thesis Office is to provide effective and efficient guidance and support to students and advisors with the preparation and review of a scholarly manuscript. The office ensures adherence to university guidelines for quality and uniformity of style and format, while facilitating clearance for graduation and timely availability for public access to the manuscript.
Approval Form

- Committee Chair and Committee Member faxed/scanned signatures may be accepted when the individual is not in College Station
- Signatures may be accepted on separate forms, if necessary
- Original signatures, on the same form is still preferred
- Department head signature must still be original
Format Changes

Title Page

- Removed “Approved by” line
- Added Name next to Copyright Year
- Changed Office of Graduate Studies to Office of Graduate and Professional Studies
A WONDERFUL SAMPLE DISSERTATION

A Dissertation
by
JANE ALICE BROWN

Submitted to the Office of Graduate and Professional Studies of Texas A&M University in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

Chair of Committee, Joe Smith
Committee Members,
  Jane Smith
  Brian Brown
  Jennifer Doe

Head of Department, Gary Nesmith

December 2013

Major Subject: Educational Administration

Copyright 2013 Jane Alice Brown
• Integrated ProQuest publication form into online submission process
Resource Updates

- Updated Thesis Manual, July 2013 version
- Revised Microsoft Word & LaTeX templates
- Online Pre-submittal Conference (in progress)
Total Number of Submittals

Weeks Prior to Submission Deadline

- Week 5: 103
- Week 4: 112
- Week 3: 126
- Week 2: 147
- Week 1: 183
- Deadline: 414
Review Updates

- During peak periods first review may be limited to 1 hour
- Students requiring extended rounds of review (more than 3) will lose priority in the review queue.
Dates and Deadlines

- Early submission deadline is no longer published in calendar
- Students who wish to clear early (before the start of the semester of graduation) should submit as soon as possible once submission system re-opens
- Number of students who can clear early is limited and depends on many factors
Recommendations

1. Submit a high quality document.
2. Respond in a timely manner to any requests for correction.
3. Address corrections fully and carefully.
4. Use a Thesis Office approved template
   • Read the instructional guide.
   • Use the template appropriately
5. Participate a Pre-Submittal Conference

- Offered in a face-to-face, group format approximately once per week.
- Students who cannot attend in person should consult the online pre-submittal conference tutorials.
- Participate before, but close to the defense date
Recommendations

6. Use Thesis Office preparation resources
   - *Thesis Manual* is the comprehensive guide
   - Review thesis preparation checklist prior to submittal
   - Use Turnitin.com to for academic integrity checks
7. Use University resources
   • University Writing Center writing groups, graduate writing retreats, DATA sessions
   • RefWorks/EndNote
   • Microsoft Word skills training
Upcoming

- Overall and college level reports on volume, quality and review efficiency
- Thesis Review System
Thesis Office
612 Sterling C Evans Library
979-845-2225
http://thesis.tamu.edu
thesis@tamu.edu