

## Submittal Requirements Checklist for Master's Students

Once you have scheduled your final, examination (oral defense) through the Office of Graduate and Professional Studies, you will need to complete the following steps in order to clear Thesis and Dissertation Services.

### Steps to Complete Prior to Submission

- Utilize the Thesis and Dissertation Services templates to appropriately format your manuscript.
- Attend a pre-submittal conference (register online). If you are unable to come in person to Thesis and Dissertation Services, or would like additional guidance, please review the online pre-submittal conference.
- Refer to the *Thesis Manual* for guidance on requirements, deadlines and formatting.
- Successfully complete final examination, and submit report of final exam (exam results) to OGAPS.
- Complete all committee-requested corrections and incorporate all desired content into the thesis. No changes will be accepted to the thesis following submittal.

### Steps to Complete by the Submittal Deadline to Maintain Eligibility to Graduate in a Given Semester and Begin the Review Process

- Submit one original signed Written Thesis Approval Form to Thesis and Dissertation Services. Available on our website. Hand-deliver to office.
- Upload the thesis as a single PDF file to the ETD Submittal System, Vireo.

### Additional Items to Complete for Clearance from Thesis and Dissertation Services

- Complete all thesis corrections requested by Thesis and Dissertation Services.
- Apply for graduation in the semester graduating at <https://howdy.tamu.edu>.
- Register for the semester (unless cleared by early deadline to avoid registration).
- Pay the processing fee: The \$110 processing fee (payable at Student Business Services in the General Services Complex or online at <https://howdy.tamu.edu>) is

charged to your account within 1-3 business days after your manuscript is submitted for review.

- Submit the Copyright and Availability Form, which must be signed by the student and committee chair/co-chair. Available on our website. Fax/scanned copies are acceptable.
- Review third-party or previously published material using Fair Use guidelines. Submit permission(s) from copyright holders, or evidence of author retained rights, to include previously published material in the thesis.

### **Additional Resources**

- For an official calendar of Graduate and Professional Studies deadlines visit <http://ogaps.tamu.edu>.
- For a listing of steps to fulfill degree requirements, see the online Graduate Student Handbook and the “[Steps to Fulfill Master’s Degree Requirements](http://ogaps.tamu.edu)” at <http://ogaps.tamu.edu/>
- Visit [Thesis and Dissertation Services](#) section of the OGAPS website for additional guidance on preparing and submitting your thesis.

Students are responsible for knowing the requirements of the current *Thesis Manual* and for proofing their manuscripts to comply with those requirements.