

THESIS COMMITTEE AND DEFENSE PROCESS CHECKLIST

Step One: Select a Thesis Advisor

- Deadline:** By the time **18 credit hours** have been attempted
- Requirement:** Advisor must be a **full** member of the graduate faculty

Step Two: Form the Thesis Committee

Deadline: By the time 18 credit hours have been attempted

Requirements:

Committee must be composed of:

- Three members who are members of the graduate faculty (including chair/advisor)
- Two of the members must be **full** members of the graduate faculty
- Include no more than **one** member of another institutions, as applicable
- Approved by graduate coordinator or department chair
- Advisor/department chair submits [Report of Thesis/Dissertation Committee Composition Form](#) to the Graduate College for final approval by the time **18 credit hours** have been attempted

Step Three: Receive Thesis Proposal Clearance for Graduate Research

Deadline: Prior to conducting research

- Approval is required from the appropriate research committee **prior** to conducting research.
- After approval from the appropriate research committee is received, students are required to complete the [Clearance for Graduate Research Form](#) and receive a clearance letter from the Office of Research Compliance and Ethics.

NOTE: ALL students completing a thesis or dissertation are required to be cleared through the Office of Research Compliance and Ethics to ensure the University's compliance with applicable laws governing research.

Step Four: Final Oral Defense of Thesis

- Advisor submits [Request to Schedule Final Thesis/Dissertation Defense Form](#) to Graduate College **four weeks** prior to the defense.
- Copies of the thesis presented to committee **no later than one week prior to oral defense.**
- Defense results are to be communicated to the Graduate College using the [Oral Defense Results Form](#).

Step Five: Submission of the Thesis

Deadline: By the deadline posted on the [academic calendar](#)

Requirements:

- Conform to the Graduate College's formatting guidelines for theses (see the template/handbook on our [webpage](#))
- Major Professor (Committee Chair) submits, by email, the following documents (*must be received by the deadline posted on the academic calendar*):
 - A PDF copy of the approved version of the thesis/dissertation
 - The Research Clearance Letter (must be requested as specified in Step Three above)
 - A scanned copy of the completed and signed [Thesis/Dissertation Submission Checklist](#)
- Complete the submission to the ProQuest Electronic Theses & Dissertations (ETD) system. A Non-Exclusive Distribution Agreement is part of the ProQuest submission. Instructions for this step will be provided upon receipt of the submission documents.

Step Six: Publishing the Thesis

Deadline: After thesis has been reviewed and approved by the Graduate College

- Final thesis document published electronically to the ProQuest/UMI Electronic Thesis and Dissertation (ETD) Database

**Note: Please see the thesis/dissertation website for further details regarding the thesis completion process:
<https://www.ncat.edu/tgc/continuing-students/thesis/index.php>