

Thesis/Dissertation Submission Process

**All of our Thesis/Dissertation policies & resources are available at: <http://www.ncat.edu/tgc/continuing/thesis/>

Note that the Dissertation Proposal / Preliminary Oral Exam is **not** included below. Please refer to department / program policies.

<u>Form or Component</u>	<u>Link</u>	<u>Submission Method/Description</u>	<u>Deadline</u>
1. Report of Thesis / Dissertation Committee Composition	http://www.ncat.edu/tgc/continuing/forms/thesis-dissertation-committee-report.pdf	All dissertation students must have the "Report of Dissertation Committee Composition" filled out and submitted to the Graduate College as early as possible (ideally, just after the committee members are determined). For dissertation students, the Graduate College will assign an additional committee member, the "Graduate Faculty Representative," who will offer dissertation feedback and participate in the Oral Defense.	As soon as possible once the committee is established. This component is required for ALL theses & dissertations.
2. Apply for Graduation (NOTE: Must be Registered to Apply)	http://www.ncat.edu/tgc/continuing/graduation.html	STUDENT uses Aggie Access Online to complete graduation application (Student>Student Records>Apply to Graduate). If there are any issues or curriculum errors, email your name, banner ID and description of the issue to your Enrollment Coordinator in the Graduate College.	Deadlines available on the official Academic Calendar for the relevant semester: http://www.ncat.edu/registrar/academic-calendar/
3. Request Research Clearance Letter (from the Office of Research Compliance & Ethics in DORED)	Letter request process: http://www.ncat.edu/research/dored/irb-graduate-clearance.html	STUDENT submits request form and accompanying materials to the following email: rescomp@ncat.edu . Once the clearance letter is ready, make sure the Major Professor receives a copy. Please allow AS MUCH TIME AS POSSIBLE for this step. It can be completed as soon as the methodology for the research is established.	Can be completed at any time once the methodology and abstract are written. MUST be completed well before (at least 3 weeks before) the document will be submitted to the Graduate College. This component is required for ALL theses & dissertations.

4. Oral Defense Form	Form: http://www.ncat.edu/tgc/continuing/forms/oral-defense.pdf	MAJOR PROFESSOR submits scanned copy of signed form to sbigby@ncat.edu within 2 business days following defense.	Within 2 business days of defense—find defense deadline for relevant semester at: http://www.ncat.edu/tgc/continuing/thesis/
5. Submission to the Graduate College	Process described at: http://www.ncat.edu/tgc/continuing/thesis/index.html#submit Incomplete submissions will be rejected.	MAJOR PROFESSOR submits <i>three digital items</i> as email attachments to sbigby@ncat.edu : <ol style="list-style-type: none"> 1. PDF copy of thesis/dissertation 2. Research Clearance Letter from DORED (see component #3 above) 3. Thesis/Dissertation Checklist (signed and scanned) 	Find deadline for relevant semester at: http://www.ncat.edu/tgc/continuing/thesis/
6. Student Uploads Document to ProQuest ETD System	Wait for confirmation of submission from Graduate College	The Graduate College confirms receipt of the three submission items. Only <i>after</i> receiving that confirmation, the STUDENT will go to www.etdadmin.com/ncat and complete the upload.	Upload within 48 hours of receiving the confirmation of submission email.
7. Student Makes Final Thesis/Dissertation Formatting Corrections (If Needed)	Formatting help: http://www.ncat.edu/tgc/continuing/thesis/format.html	STUDENT revises document according to revision instructions sent from the Graduate College.	The revision deadline is specified in each student's revision request email.
8. Signature Page	See proper Signature Page format in the Template or Handbook: http://www.ncat.edu/tgc/continuing/thesis/index.html#resources	A HARD COPY of the CORRECTLY-FORMATTED Signature Page is signed by all committee members and the dept. chair (no substitute signatures permitted) and then submitted to the Graduate College Office (120 Gibbs Hall) to conclude the process.	Find deadline for relevant semester at: http://www.ncat.edu/tgc/continuing/thesis/