

## 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
- ☐ **All students** are required to submit for approval through the appropriate research compliance committee (IRB, IBC, IACUC). Approval is required from the appropriate research committee **prior to conducting research**. Complete the Pre-Research Checklist [[Form Link Here](#)] and submit to [rescomp@ncat.edu](mailto:rescomp@ncat.edu) for signature.

**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. Schedule a consultation. [resomp@ncat.edu](mailto:resomp@ncat.edu)**

### 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
  - ☐ Submit **Post Research Review Form** [[Form Link Here](#)] to [rescomp@ncat.edu](mailto:rescomp@ncat.edu) to receive your research clearance letter.
  - ☐ 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>