

*JUST THE FAQs:  
FREQUENTLY ASKED QUESTIONS*

**Q. *What are the major steps during my graduation semester?***

During the semester you anticipate graduating, you will need to do the following in this order:

1. File an intention to graduate form at the Graduate School. (If you do not graduate, you will need to file a new form.) The deadline for this form is usually within the first couple weeks of the semester.
2. Talk with Gloria McNeme or Lora Lopez (doctoral and master's programs, respectively) to verify that your degree requirements have been met.
3. Set up a timeline with your committee as to possible defense dates and when they expect different drafts of your document. (Preferably this is done the semester before you want to graduate.)
4. Contact Becky Davidson (dissertations) or Ian Barba (theses) via email about your document fees. These are required fees and must be paid by the deadline listed for each semester. (See complete instructions about paying the document fees at <http://www.depts.ttu.edu/gradschool/Images/Thesis-Dissertation/BindingFeeInstructions.pdf>.)
5. After you have contacted the Graduate School about your document fees, the fees will be posted to your TTU account. The cost of binding additional personal copies or mailings may be paid for later in the semester. The fees are paid at Student Business Services.
6. Submit your master's title page request form to Ian Barba and your doctoral defense notification form to Becky Davidson. Be sure to check the deadlines on the web site as to the defense deadline. If you are a doctoral student, you must file the defense notification form at least three weeks before your defense date.
7. Submit a preliminary draft for formatting review.
8. Defend your thesis/dissertation. (Pick up your title page at the Graduate School before your defense after you have been notified by e-mail.)
9. Verify with Gloria or Lora that your defense letter has been received. (The defense letter comes from your chairperson to the Graduate School.)
10. Submit the committee-approved thesis/dissertation, signed title page, and all completed paperwork by the semester's deadline.
11. After your document has been reviewed, make any required revisions of your thesis/dissertation and submit your final copy to the specified server by the semester's deadline.

For each semester, there are specific deadlines for all steps. A copy of these deadlines is available on the web site at <http://www.depts.ttu.edu/gradschool/DeadlinesTHD.htm>.

**Q. *Where do I get the title page?***

The process for master's students to receive their title pages begins by submitting a Master's Title Page Request form to Ian Barba ([ian.c.barba@ttu.edu](mailto:ian.c.barba@ttu.edu)). Doctoral students obtain their title page by submitting their Doctoral Final Defense Notification form to Becky Davidson ([becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu)). Both master's and doctoral students also must have a **current** semester's intention to graduate form on file with the Graduate School. We will notify you by e-mail when the title page is ready to be picked up at the Graduate School. **Note:** New paperwork (i.e., intention to graduate form and title page request form) must be submitted if a student does not meet the current semester's graduation deadlines. The Master's Title Page Request Form and the Doctoral Notification Form are both available on the web site at: <http://www.depts.ttu.edu/gradschool/thd.php#>.

**Q. *What is a document fee and where do I pay it?***

Early in your graduation semester, you must pay a basic **document** fee. The document fee covers the cost of microfilming your thesis or dissertation, maintaining the servers which store the documents, and other costs associated with producing the documents. To pay this fee, follow the directions on the handout titled "Document Fee Instructions" under the heading Master's Title Page Packet or Doctoral Title Page Packet on the Thesis and Dissertation web site: <http://www.depts.ttu.edu/gradschool/thd.php#>. The fees are actually paid at the Student Business Services office. You are **required** to give your committee chairperson a copy of your thesis or dissertation by resolution of the Graduate Council, effective Fall 1993. You will need to talk with him or her about whether he or she wants this copy hard bound (a personal copy) or not. If he or she does **not** want a bound copy, you must submit a signed waiver form which is due with the final copies. The waiver form is also included with the Title Page Packets. Your final copy is actually submitted as a PDF to the University Library's server. You must fill out the ETD (Electronic Thesis and Dissertation) Signature Form before submitting your final copy. This form is available on the web site, also. At the time you pay the basic fee or before submitting your final copy, you may pay for the binding of extra, or personal, copies, as well as mailing fees. **Students are responsible for providing all copies to be bound.** Please contact me for information on binding extra copies after you graduate. **Note:** These fees need to be paid only once, regardless of graduation date.

**Q. *Are there guidelines as to how I am supposed to prepare my thesis/dissertation?***

The style guide to be used for formatting your thesis/dissertation is the TTU "Instructions for Preparing and Submitting Theses and Dissertations," prepared by the Graduate School Staff (2003). The TTU Thesis and Dissertation Manual is available at Copy Tech in West Hall, the campus bookstore, on the Graduate School Web site (<http://www.depts.ttu.edu/gradschool/THDManual.htm>), or on E-Reserve at the TTU Library.

**Q. *On a landscape figure or table, where does the page number go?***

It goes at the bottom center of the portrait page. Word does not do this automatically. There are three ways to approach this situation. The first approach is to run the page through the printer twice. The second method is described in a handout courtesy of Greg Nunnery and Jay Morris (two graduate students from the Department of Animal and Food Sciences, Fall 2001), available at the web site. And the third suggestion is to insert a text box on that page.

**Q. *What font is required for the thesis/dissertation?***

You may use any font you and your professor prefer, but in at least 12 point unless it is table data, which may be as small as 8 point. Please check with me regarding use of italics and bold.

**Q. *How do I change my thesis/dissertation title?***

You may change your title by e-mailing me the revised title. The title may be changed after your defense. Remember, if your title page has already been signed and you change your title, it will be your responsibility to gather the appropriate signatures again.

**Q. *What color of ink do my committee members use to sign my title page?***

Your committee may use blue or black ink.

**Q. *What is the difference between a Formatting Check and the Final Review?***

A formatting check should be performed early in the writing process of your thesis or dissertation. A formatting check does not require a complete document, but it should contain samples of all the parts of your thesis or dissertation. For example, your formatting check should include one or two chapters of your document. These chapters should include samples of figures and tables if you are using them, your chapter titles, headings and subheadings. The formatting check should also include a sample of your Table of Contents, your Bibliography, and your Appendices. The formatting check is due near the beginning of your graduation semester. The Final Review is due about a month before your Final Copy is due. Since Final Copies are now submitted electronically, the Final Review should be submitted in the same format. When submitting your Final Review, your document must be converted to a PDF and submitted to [becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu) for dissertations and [ian.c.barba@ttu.edu](mailto:ian.c.barba@ttu.edu) for theses. Once you have received approval of your thesis or dissertation from the Graduate School, you will submit a corrected PDF copy of your document as the official Final Copy.

**Q. *Is a preliminary review (formatting check) of my thesis/dissertation required?***

Yes, a formatting check of your document is required. The paper document (one-sided and unbound) submitted should be as complete as possible. If it is not complete, please include examples of tables, figures, references, preliminary section (table of contents, abstract, lists of tables and figures), and a complete chapter. There is a submission deadline each semester for this preliminary document. During this review, major formatting and style problems can be identified and revised, thus saving both of us time during the official copy review process. You can meet with Becky or Ian in person, attend a thesis seminar, or turn in a paper draft. An appointment is required for an in-office review.

**Q. *What is the ETD Signature Form and when is it due?***

The ETD Signature Form is part of your Title Page Packet. It is also available on the Thesis and Dissertation web site and may be filled in on the computer with the exception of the necessary signatures. (<http://www.depts.ttu.edu/gradschool/Images/Thesis-Dissertation/etd/ETDSigForm.pdf>) The ETD Signature Form must be turned in with your Final Review. If the Graduate School does not have a fully complete and signed ETD Signature Form, you will not be able to turn in your Final Copy, which could in turn *jeopardize your graduation*. The Signature form provides the Graduate School with the information necessary to set up your login for the designated submission site.

**Q. *Why is Texas Tech switching to the Electronic Thesis and Dissertation Process?***

There are many reasons to convert to the Electronic Thesis and Dissertation (ETD). One of them is space. The University Library and the University Archive already have thousands of theses and dissertations on their shelves. By converting to an electronic process, storage space will be greatly reduced. Theses and dissertations will be available online as well as on microfilm in the Archive. Another reason is access. By placing theses and dissertations on a server, they are available worldwide with the touch of a keyboard. Thus, potential employers or other persons interested in your work can easily access your document. In addition, TTU is joining the hundreds of colleges and universities worldwide that have switched from bulky paper documents to ETDs. Conversion to this process is inevitable as educational institutions join the electronic age. You will, of course, still be able to have copies of your document bound if you wish. There are bookbinders still practicing their art throughout the world.

**Q. *May I have colored graphs or photos in my thesis/dissertation?***

You may use colored graphs and photographs in your document. These pages may be copied or printed onto a different type of paper, if needed. Please take into consideration the cost of and the extra time required for using colored illustrations when making your decision.