

**TEXAS TECH UNIVERSITY
HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAMS
HDFS MASTER'S SPECIALIZATION**

ORAL DEFENSE OF THESIS

The following is a list of major steps as required by the Graduate School. A chart is available in Section II on page 3.

The Semester you plan to graduate, do the following FIRST

1. Have our Advisory Committee Chair file your "Official Title of Thesis" with the Graduate Dean.
2. Pay your Thesis Fee at the Bursar's Office.
3. As is the case with every other semester, be sure that you are enrolled for thesis work with each committee member (12 hours, or 9 hours if you hold a half-time assistantship).

After Completing your Thesis Draft

At least FIVE WORKING WEEKS before you plan to defend.

1. After first obtaining approval from your advisor, circulate copies of your draft to the other members of your advisory committee.
2. Allow two weeks for your committee to review your draft. During the third week, your committee should have feedback concerning your draft.
3. You may set the date for the defense only after having the approval of all members of the advisory committee to do so.

Setting your Thesis Defense Date

At least THREE WEEKS before you plan to defend:

1. The student and faculty should work together to assure that faculty are available to review written documents according to the policy stated here. Sometimes faculty have out-of-town professional obligations.
2. Reserve a room for your defense. The Graduate Secretary can help you with this or you may make reservations through the Dean's office. The examination is a formal public affair, and should be scheduled in a room conducive to a general attendance by faculty members and students.
3. Obtain the "Master's Title Packet" from the Graduate School. This packet is available on the Graduate School's website: <http://www.depts.ttu.edu/gradschool/thd.php>.

After Your Defense

1. Follow the instructions for electronic submission of your thesis on the Graduate School's website: <http://www.depts.ttu.edu/gradschool/etd.php>. It is also customary to provide a departmental copy and a copy to each of your committee members.
2. Journal articles based upon the thesis research should be written. Discuss authorship with your chair. On theses, there may be cases in which it is appropriate for your chair to be first author, if your chair actually writes the article. In these cases, you should be second author. In addition, one or more committee members may be co-authors if they contribute to the article and/or study.