MASTER'S STUDENTS THESIS

STEPS & REQUIRED FORMS

1 INTENT TO GRADUATE

Student submits intent to graduate via Raiderlink.

2 DEFENSE NOTIFICATION

Student emails **aec.gradprogram@ttu.edu** when ready to submit the **Defense Notification Form**. Please ensure you have scheduled a room for the defense before emailing (unless being completed virtually). Once the department initiates the form, the student will receive a link via email to complete the form. When the student submits the form, it will automatically be sent to the chair to sign, followed by the remaining committee members.

3 COMPLETED DEFENSE

Committee chair submits **Thesis/Dissertation Oral Defense Results Form** to **aec.gradprogram@ttu.edu**. Once the form is submitted, the chair will receive a link via email to sign. Once the chair has signed, the form will be sent automatically to the remaining committee members to sign.

4 COMPLETED WRITTEN DOCUMENT

Committee chair submits **Thesis/Dissertation Final Copy Approval Form** to **aec.gradprogram@ttu.edu**. Once the form is submitted, the chair will receive a link via email to sign. Once the chair has signed, the form will be sent automatically to the remaining committee members to sign.

Please refer to the academic calendar to determine deadlines for the above forms.

Scan here or go to https://www.depts.ttu.edu/aged/toolbox/index.php to access forms.