

# Important Changes to Thesis/Dissertation Processes



In order to establish a more effective workflow for each graduating Master's (thesis option) and Doctoral student, the following changes are **effective IMMEDIATELY for Spring 2016**:

- 1. Doctoral students and their committees must recommend their own graduate dean's representative.**
  - The name of the recommended dean's representative must be communicated to the Graduate School on the Defense Notification Form, which is due three (3) weeks before the student's defense date.
  - The graduate dean's representative must be a member of the graduate faculty who does not have an appointment in the student's department.
  - Acceptance of the Defense Notification Form by the Graduate School constitutes acceptance of the recommended dean's representative. The student and/or committee chair is responsible for communicating directly with the dean's representative to coordinate all details pertaining to their defense.
  - The defense deadline for Spring 2016 is April 1, 2016. See the spring deadlines link for other important deadlines  
<http://www.depts.ttu.edu/gradschool/students/current/deadlines-grad201657.php>.

**2. We will no longer accept paper copies of the Defense Notification Form. All forms must be submitted electronically via the Enrollment Services SharePoint system.**

- Any paper copies of the defense notification form submitted to the Graduate School after today will be returned and we will require you to submit a digital copy instead.
- Within each graduate program there is someone (either the Graduate Program Director, a graduate student advisor, or someone who works on their behalf) who has been given access to the Enrollment Services SharePoint system.
- To find out the name of the SharePoint person in your department, you may check with your Graduate Program Director or contact Enrollment Services Manager Vanessa Bara Morin ([vanessa.e.bara@ttu.edu](mailto:vanessa.e.bara@ttu.edu)).

**3. In order to better serve students and encourage better communication, we will require Defense Notification Forms for all Doctoral and Master's thesis students, including MM/MMED and DMAs.**

- Having a defense notification on file will expedite degree checkout. [Click here](#) for the updated Defense Notification Form.

**4. We are now accepting digital signatures to the Defense Notification Form. Scanned, handwritten signatures are still accepted.**

**5. We now have an [ETD](#) checklist to help each student better understand the Graduate School's formatting Please pass this resource along to your graduate students.**

- Our formatting requirements can be found here: <http://www.depts.ttu.edu/gradschool/students/current/thd.php>

These changes will streamline the degree checkout process and better serve our students. We appreciate your cooperation. If you have any questions, please contact: Becky Davidson, Dissertation Supervisor ([becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu)) or Jeannie Bennett, Thesis Coordinator at ([jeannie.bennett@ttu.edu](mailto:jeannie.bennett@ttu.edu))

Sincerely,



Mark A. Sheridan, Ph.D.  
Vice Provost for Graduate and Postdoctoral Affairs  
Dean of the Graduate School