

# 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 review this checklist and check your document yourself before submitting to the ETD system. Ensuring that your document conforms to our requirements will ensure an expedited review process.**

- 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