

# Thesis and Dissertation FAQs

Sean Roberson

thesis@tamu.edu

ogaps-latex@tamu.edu

## Are there templates available?

Yes, there are three templates available for you to use when writing your thesis or dissertation. There are two Word templates and one LaTeX template. The templates can be downloaded [here](#).

## What are the deadlines in place for submitting my document?

Each semester has a set of deadlines that must be met for clearance. The following passages are taken from the OGAPS term calendars.

- “Last day to clear thesis/dissertation by 5:00 p.m. to avoid registration in ...” This is the “early clearance” deadline. See the question below.
- “Last day to submit a signed approval form and PDF of the thesis/dissertation in final form by 5:00 p.m. Signed approval form is submitted to OGAPS. The PDF file must be submitted via the web to <http://thesis.tamu.edu>. ” This is the deadline to **submit your document for review**. The signed approval form is to be hand delivered to OGAPS. **Note:** After this date, the submission system closes and will not reopen for the next semester’s submissions until the date listed as “Electronic Thesis/Dissertation System Re-Opens for (next semester) degree candidates.”
- “Academic Degree Evaluations conducted *after* 5:00 p.m.” You must pass the degree evaluation, which includes clearance from TDS, to receive a diploma at graduation.
- “Last day to CLEAR for (semester) graduation. (Applies ONLY to those students not clearing final audit on degree audit night.)” If you do not clear our office by the degree audit date, you can still attend the graduation ceremony for that semester, but your diploma will be mailed to you. You will have until the date this caption accompanies to clear our office and still be considered a graduate of the intended semester.

## What does it mean to “clear” the Thesis and Dissertation Office?

To “clear” our office, you must

- make all requested corrections,

- be registered for the current semester (unless clearing early),
- apply for graduation,
- submit the Copyright and Availability Form,
- submit copyright permissions (if needed),
- and (if a doctoral student), submit the Survey of Earned Doctorates and AAUDE Survey completion certificate by email.

An email will be sent when you have met all these requirements.

### **What is early clearance?**

Early clearance allows you to clear our office without registering for the semester. To do this, you must clear before the posted early clearance deadline for that semester and be registered for the previous semester.

### **What is the Copyright and Availability Form? Which hold should I choose?**

The **Copyright and Availability Form** (C & A Form) describes what happens to your document after you graduate. There are three options on this form:

- **Immediate release** makes your document available through OakTrust after you graduate.
- **Document Only Hold** restricts access to your document for two years after you graduate. Only your abstract will be available for viewing. This is the most common hold option, as students select this if they are planning on publishing part of their thesis or dissertation in a journal.
- **Full Record Hold** restricts complete access to your document. No information about your document will appear in OakTrust. Students usually select this option if their thesis or dissertation is part of a patent or trademark, or contains proprietary information.

For the Full Record Hold, after the two year embargo period has passed, you and your chair will be contacted and asked if you would like the embargo extended or if the document can be released to OakTrust for public viewing.

### **I am using previously published material as part of my thesis/dissertation. What information do I include in the copyright statement?**

If you intend to use part of a previously published work in your document, you must first obtain permission from the copyright holder (this may be the journal or author). Once you have determined that you are allowed to reprint your previously published material for your thesis or dissertation, send an email to Thesis and Dissertation Services at [thesis@tamu.edu](mailto:thesis@tamu.edu) with proof of this permission. This can be

- an email from the copyright holder stating that you have permission to reprint the work in your document,
- or a screenshot of the author's rights link on the copyright holder's page.

In your document, at the start of the chapter in which the reprinted material appears, you must include a footnote, indicated with a star \*, that includes a full text citation of the work. See Figure 1.

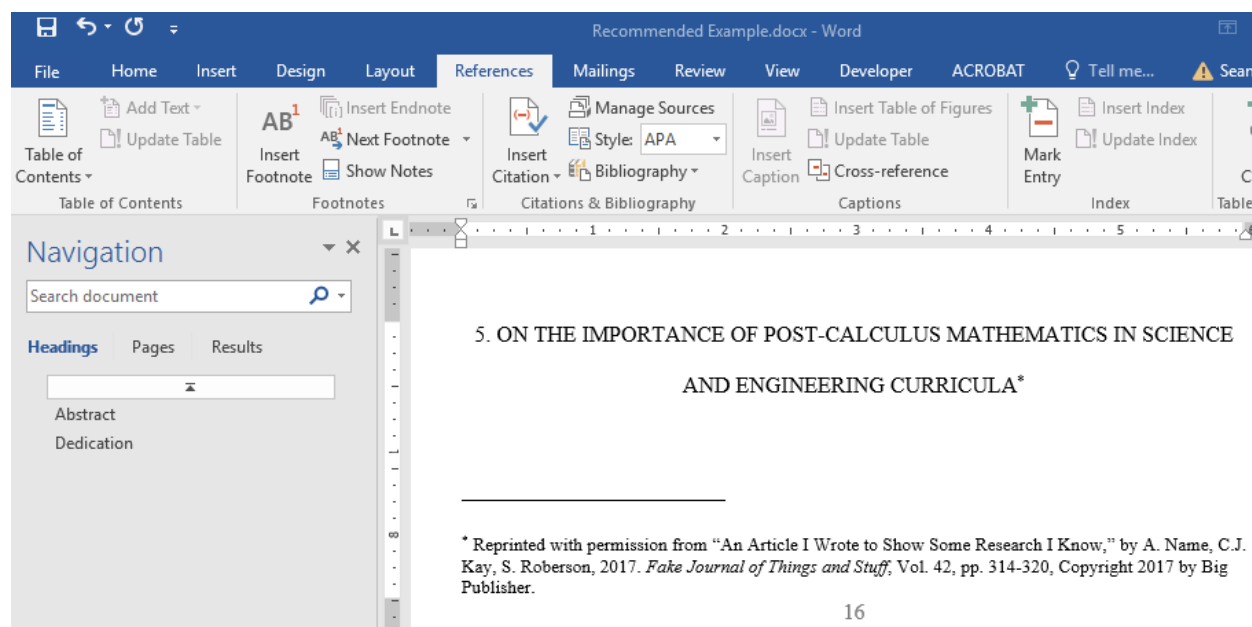


Figure 1: A portion of an example page that has a copyright statement with the footnote displaying the permission statement.

### How long does it take for my document to be reviewed?

This depends. If you submit in a “non-peak” period (say, well before the deadline day), then a first review will take about 5 to 10 working days. If you submit close to the deadline day, it may take between 15 to 20 working days to conduct a first review. Continue to monitor your university email for any correspondence from the Thesis and Dissertation Office.

### What signatures can go on my Approval Form?

Your Approval Form should be signed by your chair, committee members, and your department head. The following are examples of special cases of substitute signatures.

- A chair can sign on behalf of a missing committee member as a temporary measure. The committee member would need to sign on an approval form before being cleared.

- A department head or an authorized signer can sign on behalf of a missing committee member as a temporary measure. The committee member would need to sign on an approval form before being cleared.
- Nobody can sign on behalf of a missing Chair. However, an email from the Chair indicating approval of the student's document is acceptable - this is sufficient for a signature from the department head.

Multiple approval forms can be submitted. Note that the Department Head signature must be an original ink signature.

### **My document was returned as unreviewable. What does this mean?**

This may mean that one of the three items below are inconsistent or incorrect:

- Page size (i.e., not letter size  $8\frac{1}{2}'' \times 11''$ )
- Page numbering (i.e., inconsistent numbering in the body pages, or not restarting numbering after the Roman page numbers)
- Margins (i.e., margin measurements are inconsistent)

Your document is still in the queue, but these items will need to be fixed before a first round review can be done.

### **I plan on using a “journal” model for my thesis/dissertation. How should this be formatted?**

If you intend to use journal articles as the full composition of your thesis or dissertation, you will need the following:

- You must have one overall Abstract for the entire document. Individual abstracts for each chapter are allowed, but these cannot be titled Abstract. Consider naming these Synopsis or Overview, or leaving this as an unlabeled section.
- You must have one overall Reference section. Each chapter cannot have its own reference section.
- Any appendix material for each paper must be placed at the very end of the document after the Reference section.

### **Where can I get help formatting my document?**

Our graduate assistant, Sean Roberson, can provide assistance in formatting your document. He can be contacted at `ogaps-latex@tamu.edu`. Ensure that you include all document files and, if necessary, your most recent review, in any correspondence. If you are writing your document using  $\text{\LaTeX}$ , please include the files in a ZIP package (this makes it easier to open, as other archive formats such as `.rar`, `.tar.gz`, and `.7z` cannot be opened on all computers).