TEXAS A&M UNIVERSITY

Submittal Requirements Checklist for Master's Students

Once you have scheduled your final examination (oral defense), complete the following steps to clear for graduation.

Steps to Complete PRIOR to Submission

- Use Thesis Office templates or the LaTeX document template to format your manuscript
  - New to Overleaf or LaTeX? Check out this Learn LaTeX in 30 Minutes crash course, or watch a recording of the TAMU Overleaf beginner's workshop webinar
- View the virtual document preparation conference.
- Refer to our Thesis, Dissertation, and Record of Study Guidelines for requirements, deadlines, and formatting.
- Successfully complete your final examination. Your department will submit the report of final exam results to The Graduate School.
- Complete all committee-requested corrections and content changes to your document before submitting it.

Steps to Complete for Graduation Clearance from Thesis and Dissertation Services

- Upload the dissertation as a single PDF file to Vireo by 5:00 pm on deadline day.
- Apply for graduation in Howdy.
- Register for the semester (unless cleared by early deadline to avoid registration).
- Submit the Copyright and Availability form via ARCS.
- Submit the Written Dissertation Approval Form via ARCS.
- Complete all dissertation corrections requested by your reviewer.
- Get permission to use copyrighted material if necessary and review third-party previously published material using Fair Use guidelines.
- Pay the $170 processing fee through Howdy: your account will be charged no more than four weeks after you have submitted your manuscript.

Additional Resources

- Graduate School Dates and Deadlines calendar
- Steps to Doctoral Degree
- Thesis and Dissertation Services Website

Students are responsible for knowing the current requirements of the Thesis, Dissertation, and Record of Study Guidelines and for proofreading their manuscripts to comply with those requirements.