

THESIS INFORMATION SHEET
Texas A&M University-Commerce
Office of Graduate Studies and Research

Full Name: _____ **Date:** _____

CWID#: _____

Degree (circle one): MS MA MED MFA MM MSW SSP

Major: _____

Thesis Title: _____

Advisor's name: _____

After Graduation Mailing Address (physical address, cannot use PO Box): _____

Home/Work# _____ **Cell#** _____

E-mail (not myLeo email): _____

Are you currently enrolled in 518?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you file for graduation this semester?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you completing your thesis as part of a doctorate at A&M-Commerce?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to question #3, are you also getting the masters degree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Style Manual and edition used to write thesis: _____

Below is a list of all the required documents to be submitted to the Office of Graduate Studies and Research during initial thesis submission (review academic calendar for deadline: <http://web.tamu-commerce.edu/admissions/registrar/academicCalendars/default.aspx>). All documents must be submitted as a complete packet:

A) Copy of revised and edited **thesis** on plain paper

B) **Advisor's approval to submit thesis to Graduate School** form: <http://web.tamu-commerce.edu/academics/graduateSchool/documents/documentsubmissionapproval.pdf>

C) **Comprehensive Examination Report** (Thesis): <http://web.tamu-commerce.edu/academics/graduateSchool/documents/compexamthesisform.pdf>

D) **Thesis Information Sheet** for Submission: <http://web.tamu-commerce.edu/academics/graduateSchool/documents/thesisinformationform.pdf>

E) Payment of **thesis processing fees**. You will be given a form during your thesis initial submission to take to the cashier to pay. There will be additional fees once you submit your thesis to Proquest for publishing, binding, and optional copyrighting (only if approved by Office of Graduate Studies and Research).

PROCESS AFTER INITIAL SUBMISSION OF YOUR THESIS

Upon submission of your thesis, the Graduate School will conduct a cursory overview of your work to determine whether any obvious corrections are required prior to submitting the thesis for in-depth review by the dissertation/thesis editor. Ms. Vicky Turner will be your primary point of contact throughout the thesis review process and may be contacted via email at Vicky_Turner@tamu-commerce.edu or phone at 903.886.5167.

- ❖ The editor will review your thesis focusing on the following elements:
 - Thesis format aligns with Graduate School guidelines and the style manual selected (e.g., APA, MLA)
 - Correct citations within the text with corresponding references
 - Grammar, spelling, punctuation
 - Page numbers reflected on the table of contents, list of tables and list of figures are accurate
- ❖ While it is certainly possible that your thesis could be found to be free of error, it is likely that revisions will be required.
 - You and your advisor will be notified via email regarding the specific items in your thesis that require revision. As well, you may receive a scanned copy of the thesis reflecting the editor's proof markings.
 - Within the email, you will be given the due date for the revised thesis to be submitted.
 - It is expected that you will work with your advisor regarding the revisions.
 - Each time a thesis is submitted to the Graduate School (initial submission, after each revision, final submission), it must be accompanied by a completed [ADVISOR'S APPROVAL TO SUBMIT PROPOSAL, THESIS, OR DISSERTATION FOR GRADUATE SCHOOL REVIEW](#) form.
- ❖ Once your thesis has been given final approval and you receive the email of "GO TO PRINT", you will email the final version of your thesis to the Office of Graduate Studies and Research (Vicky_turner@tamu-commerce.edu) then you will be provided a website to upload your final thesis to Proquest and there will be a deadline to complete the process. Proquest is the company we are using for publishing, copyrighting and binding of theses and dissertations. **The thesis must be a single pdf file.** Proquest provides free pdf software if you do not have it. They will also allow additional supplemental files to be uploaded such as picture files, music, etc. but these must be part of the original thesis submission or they will not be approved. There is a standing order for the student to purchase 3 bound theses, one for their advisor, department, and the library. The student may order additional bound copies of the thesis for themselves at additional cost. The additional theses fees will be charged and paid directly to Proquest during this upload. The fees will include the binding of the theses, publishing and if requested, copyrighting. Once the file is uploaded, the Office of Graduate Studies and Research will compare it to the final thesis submitted by email and verify all information. If all information is correct, we will grant approval of the thesis submission and it will be forwarded into Proquest system for processing. If the thesis has issues, you will be contacted by the Office of Graduate Studies and Research. **Submission to Proquest is not an option,** it is a required element of graduation so once you receive the email with the Proquest link, please upload as quickly as possible so your graduation is not delayed.