

MASTER'S THESIS CHECKLIST

Beginning of Final Semester

- Register to graduate (contact your program office)
- Review the [Formatting Guide](#) for information on how to draft & format your thesis
- Review the [Submission Guide](#) for information on how to submit your thesis

Scheduling Your Defense

Once your supervising professor agrees that your thesis is ready to be defended, you must do the following:

- Contact your program office to schedule your defense and any other next steps
- Upload your thesis to the [Thesis and Dissertation Submission website](#) (PDF file) for an initial format check by the **initial submission deadline**
- Upload your UTD Copyright Tutorial Certificate of Completion to the [Thesis and Dissertation Submission website](#) (PDF file)

The Defense

- Print and bring the [Master's Thesis Approval Form](#) (**new requirement**) to your defense
- After your successful defense, **obtain signatures of all your committee members**

NOTE: You can only upload files when your submission status is "Needs Correction."

Before the Final Format Check

- Incorporate all changes** from your committee and the Office of Graduate Education
- Submit your thesis to [Turnitin.com](#)** (and upload the Digital Receipt)
- Review your Turnitin report with your Supervising Professor and have them sign your [Citation Form](#)
- Submit your signed [Master's Thesis Approval Form](#)**
- Submit any required permissions (see next page)**

Final Format Check and Thesis Approval

By the first submission deadline:

- Upload the final draft of your thesis** (PDF file) to the [Thesis and Dissertation Submission website](#)

You will be informed of any required corrections you need to make and will be notified when your thesis is approved. You can track your progress on the [Thesis and Dissertation Submission website](#). All content and formatting changes and administrative files must be finalized and approved by the final approval deadline.

DEADLINES – Spring 2021

https://graduate.utdallas.edu/current_students/deadlines/

MASTER'S THESIS CHECKLIST

Required Documents

The following documents must be uploaded to the Thesis and Dissertation Submission website **before the final deadline**:

- Final approved thesis (PDF file)
- [Master's Thesis Approval Form](#) (new requirement)
- UTD Copyright Tutorial Certificate of Completion
- [Turnitin Digital Receipt](#)
- [Citation Form](#) signed by Supervising Professor and student
- Signed Use of Human Subjects in Research form (IRB) (if human subjects were used)
- Signed Use of Animals in Research form (IACUC) (if animal subjects were used)

Helpful Links

- ✓ [LaTeX and Word](#) templates for thesis formatting
- ✓ [Sample Pages](#)
- ✓ [Formatting Guide](#)
- ✓ [Submission Guide](#)
- ✓ [Example Administrative Files](#)