

MASTER'S THESIS CHECKLIST

Beginning of Final Semester

- ☐ Apply 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 for defense deadlines and to schedule your defense
- ☐ Follow and complete any program specific guidelines/forms

The Defense

- ☐ Have the [Report of Final Examination for Master's Thesis](#) available during your defense
- ☐ After your successful defense, **obtain signatures of all your committee members**

By the first submission deadline

- ☐ Upload your thesis to the [Thesis and Dissertation Submission website](#) (PDF file) for an initial format check by the **initial submission deadline (Note: this can be done before or after the defense.)**
- ☐ Upload your [UTD Copyright Training Certificate of Completion](#) to the [Thesis and Dissertation Submission website](#) (PDF file)

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](#)
- ☐ Obtain any required permissions for previously published material
- ☐ **Submit your signed [Report of Final Examination for Master's Thesis](#) to the [Thesis and Dissertation Submission website](#)**

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

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.**

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DEADLINES

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

Required Documents

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

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

Helpful Links

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