



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

## Graduate School of Biomedical Sciences DEGREE CHECKLIST

Forms can be found at: <https://student.ttuhsu.edu/biomedical-sciences/current/default.aspx>

- \_ Plan course of study with Program Graduate Advisor.
- \_ Establish Advisory Committee with Graduate Advisor.
- \_ File **Degree Plan** form with the GSBS Office, initiated by Chair of your Advisory Committee. (Deadlines listed on Degree Plan forms, located on the website.)
- \_ For PhD students: Submit the Qualifying Examination initiated by Chair of your Advisory Committee.
- \_ For PhD students: Ensure that your committee chair has submitted your Admission to Doctoral Candidacy Form to GSBS after the Qualifying Exam.
- \_ Notify committee of proposed graduation date.
- \_ Check with graduate advisor/student services advocate for particular program/concentration requirements.
- \_ Verify with the GSBS Office (5BC100), that your degree requirements have been met for graduation.
- \_ Submit **Changes to the Degree Plan** form with the GSBS Office, if needed
- \_ [Review Graduation Deadlines for last day to defend and other dates](#)
- \_ Submit the **Statement of Intention to Graduate** form to the GSBS Office, 5BC100.
- \_ Check with your academic coordinator for requirements regarding posting notices of your defense. It is recommended that programs/concentrations utilize the **Dissertation Announcement Template** for both Dissertation and Thesis postings. Review Dissertations & Theses Policy in student handbook for deadlines.
- \_ Schedule Dean's Representative for your defense:
  - o Dissertation Defense: Send the completed **Approval to Schedule Defense** form to the GSBS Office. GSBS students will select their own Dean's Representative. The Dean's Representative must hold a GSBS graduate faculty appointment outside the student's concentration. The Dean's Rep information should be included at the bottom of the Approval to Schedule Defense Form. Appointment status of GSBS faculty can be [here](#).
- \_ Schedule room for defense.
- \_ Pay graduation fee online and ETD fee (if applicable).
- \_ Verify title page, provided by the GSBS office.
- \_ Order regalia online through [www.WestTexasGrad.com](http://www.WestTexasGrad.com)
- \_ Complete the Survey of Earned Doctorate at: [www.sedsurvey.org/Pages/CurrentSEDQuestionnaire.aspx](http://www.sedsurvey.org/Pages/CurrentSEDQuestionnaire.aspx)
- \_ All committee members should have a copy of your thesis/dissertation at least 2 weeks prior to the defense.

- \_ Student types in information and then prints following forms for signatures: **Thesis/Dissertation Oral Defense Signature Form and Thesis/Dissertation Signature Form**, which are brought to the oral defense.
- \_ After defense, the Advisory Committee signs the Oral Defense Signature Form to record their vote.
  - o More than one vote for disapproval shall constitute failure of the defense.
- \_ The signed Oral Defense Signature Form should be brought to the GSBS Office, 5BC100.
- \_ Upon completion of the written thesis/dissertation, the Thesis/Dissertation Signature Form is signed by the Advisory Committee to record their vote and brought to the GSBS Office.
- \_ Submit electronic copy of the committee approved thesis/dissertation to the GSBS office to have posted to the ETD website.
- \_ Order (thesisondemand.com) bound copy of thesis/dissertation for committee (if required) and/or personal copies. Check with your committee to see how many copies need to be printed for your committee members.

#### **ADDITIONAL INFORMATION:**

Policies, procedures, forms and deadlines can be found on the GSBS website at: <https://student.ttuhsu.edu/biomedical-sciences/current/default.aspx>. GSBS Office located at 5BC100, Mail Stop 6206.

- Students must be registered continuously in Thesis/Dissertation once registration in that course has begun.
- If holding a Research Assistantship, student must register for 9 hours in the long semesters and 6 hours in the summer semester.
- Students must be registered (minimum of 1 hour for off-campus students) in the semester of graduation.
- There is no reduction of hours allowed for Master's students during their last semester (unless they are an off-campus student). Only Ph.D. students with over 120 hours will be allowed a reduction of hours during the last year of the program.
- If you do not meet the current semester's deadlines, you will need to file a NEW Statement of Intent to Graduate form, request a new title page, and enroll for the new semester.
- The defense should be an open meeting, held during weekday business hours when classes are in session and not during break periods.
- Students must be employed 4½ months during that semester to qualify for fee waivers. Students defending early and leaving before the semester ends, should not use fee waivers during their final semester.