"The Big Picture" Graduation To-Do List for MS and PhD Students

☐ **PhD students who first enrolled prior to Fall 2014: Have at least one 1st-authored paper at least <u>submitted</u> for publication**

☐ **PhD students who first enrolled Fall 2014 and thereafter: Have at least one 1st-authored paper <u>accepted</u> for publication** *(due to the pandemic, this requirement is waived for students who graduate before Fall 2021)*

☐ **Complete both GSBS and Program required courses and any other requirements**

☐ **If you haven't already done so, set up an ORCID account and enter your ORCID iD in myGSBS** *(check with Joy Lademora if you have questions about this)*

☐ **Apply for graduation through myUTH - pay $100 grad fee** *(before or during final term – don't wait until the last minute…it can take a few days for the fee to appear on your record!)*

☐ **If you will take a position at a Texas state institution when you graduate, communicate with your departmental administrator and the GSBS (gsbs_finance@uth.tmc.edu) at least six weeks before you finish up**

☐ **Write thesis**

☐ **Schedule defense and give your advisory committee a draft of your thesis**

☐ **Send the following documents to gsbs.gradteam@uth.tmc.edu at least 2 weeks before the defense:**

    ☐ **Signed Request for Defense form**

    ☐ **PDF of thesis draft**

    ☐ **"Stripped down" Word version of thesis for Turnitin check**

    ☐ **Word version of thesis abstract**

    ☐ **PDF of your current CV, including publications, presentations and awards**

☐ **Watch for an email from Bunny Perez who will send you various exit documents when your request for defense has been approved**

☐ **Have an exit interview with Dr. Natalie Sirisaengtaksin if you're a PhD student or Dr. Wassim Chehab if you're an MS student** *(before or after defense)*

☐ **Meet with Dr. Cherilynn Shadding, Associate Dean of Diversity, Career Development and Alumni Affairs (***before or after defense)*

☐ **Complete exit forms** *(before or after defense)*

☐ **Defend thesis**

□ **Make any necessary corrections to thesis**

□ **Submit a PDF of final thesis, including a scan of the Approval Page that has been signed by your advisory committee, to the gsbs.gradteam@uth.tmc.edu**

□ **Watch for an email from Natalie telling you that your thesis has been approved for uploading to the TMC Digital Commons** *(she will do a quick check to ensure that any needed formatting corrections have been made)*

□ **Submit the following to Bunny Perez:**

  □ **Results of Defense forms**

  □ **Thesis Approval Page** *(with original signatures of your advisory committee)*

  □ **Exit forms**

□ **Watch for an email from Bunny that will tell you how to upload your thesis to the TMC Digital Commons** *(she will send it once Natalie has approved your final thesis and you have given her the documents listed in the previous bullet)*

□ **Upload your thesis to the TMC Digital Commons and then sign and submit the confirmation page to Bunny**

□ **That's it, folks!** ☺