Dissertation/Thesis Checklist

Please use this checklist to ensure that you have completed all the necessary steps

Have you submitted an electronic copy of your dissertation/thesis to your committee members? *(at least five days prior to defense)*

After making revisions, have you emailed your dissertation/thesis to Dr. Jan Lacina?

Have you submitted your FINAL dissertation/thesis in the TCU Library using the following link?   http://www.lib.tcu.edu/submit-thesis-or-dissertation.asp

If you don't want your dissertation/thesis to be immediately accessible online, you can specify an "embargo" period -- this is one of the options on the Proquest/UMI submission form. The default maximum is two years, but **you can restrict access for more than two years by selecting the "Until the following date" option and entering the date you would like the embargo to end**.

Quick Reference Guide

Dissertation/Thesis sent to committee

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Defense Date

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Revisions

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Email Word document to Dr. Jan Lacina at j.lacina@tcu.edu. .

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$10 archiving/publication fee will be charged to your student account.

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Submit dissertation/thesis to Library for archiving.