

APPROVAL FORM

For more information,
contact:

Thesis Office
612 Evans Library
MS 5000, TAMU
College Station, TX

Phone: (979)-845-2225
Fax: (979)-862-3124
Email: thesis@tamu.edu
Website:
<http://thesis.tamu.edu>

Thesis Office Fact Sheet “Approval of Written Thesis” Form

Each thesis option master's candidate and each doctoral candidate must submit an approved thesis, dissertation or record of study to the Thesis Office for review and clearance. Before the Thesis Office can accept your manuscript for review, each of the committee members must approve your written thesis, dissertation or record of study. The committee indicates approval by signing the “*Approval of Written Thesis*” form, which can be downloaded at <http://thesis.tamu.edu/forms>.

The signed Approval Page is submitted to the Thesis Office, and the thesis, dissertation, or record of study is submitted electronically as a PDF file at <http://thesis.tamu.edu/forms>.

Final Submittal “Deadline Day”

“Deadline Day” is the final day a thesis, dissertation or record of study can be submitted for review for graduation in the semester. It is set by the Office of Graduate Studies and is listed in the calendar each semester. Plan ahead for this date; it is an absolute deadline. **There are no extensions or exceptions to this date.** To be eligible for graduation, both the signed “*Approval of Written Thesis*” form and the PDF file of the thesis in final form must be received by the Thesis Office.

Who Must Sign?

The “*Approval of Written Thesis*” form must be signed by the chair of the committee (or both co-chairs), each member of the committee and the head of the department. If you are in an intercollegiate discipline, the Chair of the Intercollegiate Faculty must sign also. If there are special appointments to the committee, each must sign the form. Chairs and committee members must sign for themselves. The department head and the chair of intercollegiate faculty may have authorized signers.

However, the name of the head of department/chair of intercollegiate faculty, not the authorized signer, appears on the approval page. (The authorized signer signs his/her own name, not the department head's name.)

Absentee Committee Member Forms

If a committee member is willing but unable to sign at the time of submittal, the student may obtain an absentee committee member form from the Thesis Office and have it signed by the chair or the department head and the student. The absentee committee member statement form states that the absent committee member can ask for additional corrections before signing the approval page.

This form is not a substitute for a signature on the “*Approval of Written Thesis*” form; it is merely a measure to allow the student to submit the manuscript. The absent member's signature will be needed before the student's final clearance. This form is not used in the case of an absent committee chair, co-chair or head of department. *Any student who is having trouble obtaining signatures should contact the Thesis Office for guidance.*

FAQs

Can I have a chair and a co-chair?

No, you either have one chair or two co-chairs.

The head of my department is on my committee. How many times does he/she sign?

The department head must sign twice—once as a member and once as the head of the department.

I have a substitute coming to my defense. Should he/she sign the approval page?

No, the substitute is not a permanent member of your committee and does not sign the “Approval of Written Thesis” form.

I have replaced a committee member. Who should sign the “Approval of Written Thesis” form?

The new committee member is a permanent member of your committee and must sign the “Approval of Written Thesis” form. The replaced member does not sign the page.

I just defended last week. When must I submit my thesis and signed “Approval of Written Thesis” form to the Thesis Office?

The student has one year after the final defense to clear the Thesis Office. Plan to submit the document and the signed form at least a month before that date.

Does the electronic thesis (PDF) include an “Approval of Written Thesis” form?

Yes, the PDF file will include an “Approval of Written Thesis” form. However, this page will have a different look. It will be a listing of the committee

and department head and will not include signatures.

My chair is on sabbatical. Can someone else sign the “Approval of Written Thesis” form?

No, the chair must sign for him/herself. The Thesis Office has a form that can be signed by the chair and faxed to the Thesis Office for initial submittal purposes. The Approval Page MUST HAVE the original signature of the chair for final clearance.

Sample Signed “Approval of Written Thesis” form

TEXAS A&M UNIVERSITY
Office of Graduate Studies

APPROVAL OF THE WRITTEN THESIS

Student's Name: _____
Degree: (check one) M.S. M.A.
Date of Defense: _____ or Date of Exemption: _____
Anticipated Date of Graduation: _____
Major Subject: _____
Thesis Title: _____

The undersigned duly appointed committee has read and examined this manuscript and certifies it is adequate in scope and quality as a thesis for this master's degree. We approve the content of the thesis to be submitted to the Thesis Office for processing and acceptance.

Approved by:

Chair: _____	Member: _____
Co-Chair: _____	Member: _____
Member: _____	Member: _____
Head of Department: _____	Member: _____

Student Contact Information:

Student's Identification Number Student's Email Address

The student must submit this signed page and a PDF file of the thesis to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the approval page and the thesis in final form. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed.

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN THE ORIGINAL TO THE THESIS OFFICE.

Sample Unsigned Approval Page for the ETD File

THE DEVELOPMENT AND IMPROVEMENT
OF INSTRUCTIONS FOR GRADUATE STUDENTS

A Thesis
by
JOHN PHILIP SMITHERS

Submitted to the Office of Graduate Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of
MASTER OF SCIENCE

Approved by

Chair of Committee:	Charles Doakes
Committee Members:	John J. Anderson David Benner Harold B. Morton
Head of Department:	D. E. Marle

May 20XX

Major Subject: Educational Administration

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