

Review and Submission of Capstone, Thesis, and Dissertation to Fulfill Degree Requirements

The Graduate School reviews all final degree documents before degrees are cleared. Effective immediately, these reviews will be a two-step process. First, all documents will be reviewed using a plagiarism detection software. The primary software used will be iThenticate/Turnitin Professional. Second, final documents receive a technical review to insure that all GSBS guidelines are met. These reviews are accomplished as follows.

1. The plagiarism detection software review. Documents must be submitted electronically, by the student, in MS Word format, to the Graduate School. This can be via email or delivered on a flash drive (necessary if the document is >5MB). Documents will be accepted no later than the date on the academic calendar identified as “Thesis/Dissertation Due to GSBS for [term] Graduation.” The deadline for the summer term, 2012 is July 10; the deadlines are generally about a month before the end of a given term. They are always specified on the academic calendar, which can be found on the GSBS web site (<http://gsbs.utmb.edu/calendars/default.asp#gsbscal>). This deadline is firm; requests for extensions will be denied. The submitted document for this review can be the document distributed to the student’s committee two weeks before the defense of thesis/dissertation/capstone. Results of this review will be communicated to the Program Director and Committee chair.
2. The final review. Documents must be submitted electronically to the Graduate School, in either MS Word or PDF format. Documents must be received no later than two weeks before the end of a term to graduate in that term. Again, no extensions can be granted. The submitted document must be the final version after all changes required by the committee during the defense have been made. Results of this review are communicated directly to the student.
3. The student makes any changes/corrections required as a result of the final review. After completing the corrections, the student uploads the final document to the ETD (Electronic Thesis & Dissertation) server.