HANDBOOK

For Doctoral Dissertation Students

Texas A&M University-Corpus Christi
Office of Graduate Studies & Research
361-825-3884- christina.martinez1@tamucc.edu or
361-825-3883- sandra.kureska@tamucc.edu
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Effective until August, 2009
STEPS TO GRADUATION

Admission to Program
↓

Program Requirements
↓

Comprehensive/Qualifying Examination
↓

Advancement to Candidacy
↓

Dissertation Committee
↓

Proposal Hearing
↓

Dissertation Defense/Final Examination
↓

Graduation
DOCTORAL PROGRAM FORMS

The forms shown below correspond to the steps on the previous page and can be found on the Graduate Studies Website at http://gradschool.tamucc.edu/forms.html. More detail concerning the process and the timing for submitting the forms can be found in the Graduate Catalog. Any questions regarding the forms should be directed to Christina Martinez [361-825-3884 or christina.martinez1@tamucc.edu] or Sandra Kureska [361-825-3883 or sandra.kureska@tamucc.edu]

Doctoral Program Forms

- Form A: Preliminary/Final Degree Plan Form for:
  - Curriculum and Instruction
  - Counselor Education
  - Educational Leadership (Higher Education)
  - Educational Leadership (PK-16 Emphasis)
  - Coastal and Marine Systems Science
  - Marine Biology

- Form B: Graduate Advisory Committee Appointment Form (S&T College only)

- Form C: Comprehensive Examination and Advancement to Candidacy Report for:
  - Curriculum and Instruction, Counselor Education, Educational Leadership
  - Coastal and Marine Systems Science, Marine Biology

- Form D: Doctoral Dissertation Advisory Committee Appointment Form

- Form E: Doctoral Dissertation Proposal Hearing Request Form

- Form F: Preliminary Agreement to Schedule the Dissertation Defense/Final Examination

- Form G: Dissertation Defense and Final Examination Report

- Form H: Doctoral Dissertation Title Page

- Form I: Doctoral Dissertation Signature Page for:
  - For Four Committee Members
  - For Five Committee members

- Form J: Doctoral/Dissertation Committee Member Change Request Form
DISSERTATION GUIDELINES

All copies must conform to the print/paper quality guidelines listed below.

Print/Paper Quality

- All copies of the dissertation must be printed on only one side of the paper.

- All copies must be clean with dark, crisp print. The student is responsible for ensuring that all pages are in order within each copy.

- All copies delivered for binding must be unbound and separated with a color page.

- University’s required copies (4) must be duplicated into standard size (8 ½” x 11”) 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white paper with a plain finish. This ensures that copies will not deteriorate rapidly.

- Personal copies may also be submitted for binding.

Publishing Format

Acceptable formats will vary by program area. Please check with your dissertation committee chair for the recommended style.

Margins

Margins for dissertation:
- 1” for right, top, and bottom
- 1 ½” left to allow for binding.
Order of Preliminary Pages

Title page (no pagination)
Signature page (no pagination)
Copyright page
ABSTRACT (iv)
DEDICATION (v)
ACKNOWLEDGEMENTS (vi)
TABLE OF CONTENTS (vii)
FIGURES AND TABLES (viii)

Binding

All dissertations are bound in black buckram with gold lettering.

Dissertations more than 2” thick will need to be split into multiple volumes.

- Each volume should be separated at the end of a major division.
- Students are required to pay for each bound volume.
- Each volume must have its own title page, all of which are identical except for the designation Volume I, Volume II, etc., which is placed just below the title.
- Title pages for Volume II, Volume III, etc., should not be counted or numbered.
- The preliminary pages are part of Volume I only.
- Pages (including references and appendices) are numbered continuously from Volume I throughout all subsequent volumes.
Fees

- $15 Binding Fee per Dissertation
  Payable at the Business Office. Student must provide a copy of the receipt to the Office of Graduate Studies and Research.
- $100 Archiving Fee (Required)
  Payable at the Office of Graduate Studies and Research (check/money order made out to TAMU-CC).
- $65 Copyright Fee (Optional)
  Payable at the Office of Graduate Studies and Research (check/money order made out to ProQuest)

Distribution

- ONE (1) must be provided for Pro Quest (archiving). This copy is not required to be on bonded paper and needs to be unbound.
- Two (2) for Bell Library
- One (1) for the Department
- One (1) for Dissertation Advisory Committee Chair

Students will be contacted via telephone or e-mail when copies are ready for pick-up.

FINAL STEPS

Complete Survey of Earned Doctorates (SED)
Complete Pro-Quest Archiving Forms (pages 3, 4 and 5)
Dissertation Processing Checklist (see next page)
Dissertation Processing Checklist

Items you will bring to The Office of Graduate Studies and Research, NRC Bldg., Room 2801 (Christina Martinez)

____ Binding Fee Receipt – Obtained from the Business Office in the Student Services Center.

____ Copies to be bound - Copies of the unbound dissertation will be separated with a sheet of color paper. NOTE: Dissertations will be bound in the condition received. Please ensure that there is alignment between the table of contents and the page order and that all pages are in the correct order.

____ A check/money order made out to TAMU-CC for $100 (mandatory archiving fee).

____ Completed Survey of Earned Doctorates (SED).

____ Completed Pro Quest Document (If the optional copyright request is made, please bring a SEPARATE check / money order made out to ProQuest for $65).

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For help or questions, call or e-mail:

Christina Martinez 361-825-3884
cristina.martinez1@tamucc.edu

Sandra Kureska 361-825-3883
sandra.kureska@tamucc.edu

Fax: 361-825-3920
Location: NRC, Suite 2801

Effective until August, 2009
Hints and Resources for the Dissertation Writer


http://chronicle.com forums/index.php This website has a thread called “Grad-School Life” that includes a discussion focusing on dissertation and thesis support.

http://phinished.org/ Provides a non-threatening and supportive online environment for dissertation and thesis writers and others who are struggling in academia.