

Standard Operating Procedure – Proposal and Final Defense of Dissertation or Thesis

Responsibility: Associate Dean; College Coordinator

Time Frame: After completion of final (comprehensive) required examination

Definition: The thesis or dissertation must present evidence of a mastery of the literature in an area of study, a significant contribution to knowledge, and the ability to conduct independent research.

Procedures:

Step 1: Use the “Roadmap” process outlined in *MyAdvisor*

Step 1a: Begin early---the College requires the public announcement (on the [College](#) web page) ten (10) working days prior to the actual defense.

Step 1b: Use the approved [format](#)

Step 1c: Contact the [Office of Graduate Studies](#) with *MyAdvisor* technology issues.

Step 2: Schedule your defense*

Step 2a: Check with your committee members for the best time and day for the defense.

Step 2b: Contact your departmental office to schedule a room.

Step 3: Follow the hyperlinks provided in *MyAdvisor*

Step 3a: Enter your information in your *MyAdvisor* account. *MyAdvisor* does not backdate.

Step 3b: Check your spelling and grammar.

Step 3c: Cut and paste the required information

DISSERTATION WORKFLOW

Your defense date must occur no earlier than ten business days from the date you are scheduling your defense.

You will need to know your date and time of the defense as well as the room in which you will hold your defense. Contact your advisor or department for assistance in securing a room for your defense.

Earliest Proposal Defense Date: 1

*Defense Date: (mm/dd/yyyy) You can choose any date later than the displayed date.

*Defense Time: Hour Min AM/PM

*Location: On Campus Off Campus

Committee Members:
Dr. West, Scott, Chair

Title:

Abstract:
Environment in educational research in general and bilingual

Submit Abstract to Committee

Step 3c: **Preview** your message to the faculty. Is your information correct?

Step 3d: Scroll to the bottom of the page and **SUBMIT to Committee**


Step 3e: After all approvals, your defense will appear [here](#) one (1) week prior to your defense.

Plagiarism and Turnitin

The Office of Graduate studies notifies students at the beginning every semester about enrollment in a *FREE* Blackboard Learn class accessed in [myUH](#). This Blackboard course links students to several helpful resources including the plagiarism checker call *Turnitin*. Students should begin using this information and the checker at the beginning of their dissertation process.

Uploading your document to *Turnitin*

The Upload Process

1. Click on the course [??????-GRAD7000-COE-Graduate Studies](#)
2. Select "Course Content" from the Dashboard
3. Select the Grammar and Originality Check tools folder
4. Select "Turnitin Plagiarism Check"
5. Select "**View/Complete**"
6. Fill in the required information
 - a. Enter the name of your dissertation
 - a. Upload your dissertation (the final product with no signatures no reference pages)
 - b. Graphs and pictures may make the file to large, if so delete, save, and upload again.
7. Click on  to complete the process
 - a. **Only hit the "Submit" button once, please!**

The Office of Graduate Studies will review your final document for Originality and notify you of the results, if they are more than 25%.

*Some helpful hints--

1. Select multiple dates prior to the ten (10) day deadline before you contact your committee members.
2. Make your room arrangements after you and your committee agree to date/time.
3. If you change the date/time/place of your defense, it is **your responsibility** to contact the [Office of Graduate Studies](#).
4. At your final defense have your [Written Approval Form](#) ready for the committee to sign. The chair will sign after a review of all the corrections/additions. Now the Dean of the College can sign. You may need to leave the [Written Approval Form](#) with his assistant, so leave your contact information.
5. After your final defense, make your appointment with the [Office of Graduate Studies](#) for a face-to-face review of document formatting and electronic uploading instructions.

Regarding GRADUATION:

- Use the [Thesis and Dissertation Deadlines](#) to plan your defense date for May, August, or December graduation
- If you want your name and your research title listed in the Commencement Program, you must apply to graduate. **Petitioning to "walk" is not applying to graduate.**
- Late graduation applications are no longer accepted.

- List ONLY those classes taken at the University of Houston your degree plan
- If you have Transfer Credit make sure to list correctly—it does not go on your degree plan.