

Standard Operating Procedure –Submission of Dissertation or Thesis (College)

Responsibility: Associate Dean; College Coordinator

Time Frame: Before the Final Submission Deadline, of any regular session of any academic term

Definition: Submission of a Dissertation or Thesis requires the approval of the final defense by the Dissertation Committee.

Procedures:

Step 1: Using the information provided at <http://www.coe.uh.edu/student-services/technology-services/training-library/index.php> , the students revises and/or corrects their document following the suggested recommendations of their committee members. The student presents the final document to the Dissertation/Thesis Committee for final review and approval.

Step 2: The Dissertation/Thesis Chair signs the signature page indicating the Committees approval of this final version. The student takes their signature page to the Dean of the College of Education for his signature.

Step 3: The Dissertation/Thesis Chairperson assigns the final Dissertation/Thesis grade.

Step 4: The student makes an appointment with the [College Office of Graduate Studies Academic College Coordinator](#) for a formatting review and approval to begin the electronic upload process. Each step listed below requires review and approval by the Office of Graduate Studies before the next portal opens.

Step 5: The student uploads a PDF of the signed dissertation to their [MyAdvisor](#) account. This documents the official College of Education endorsement of the student's successful completion of their Dissertation/Thesis.

Step 6: If the student is seeking a Ph.D., they access the Survey of Earned Doctorates, using the link provided in [MyAdvisor](#), and complete the Survey.

Step 7: The student uploads a PDF to the Texas Digital Library using the *Vero* link provided in the student's [MyAdvisor](#) account. This document is the official University of Houston validation of the student's successful completion of their Dissertation/Thesis.

Your Roadmap

Proposal Defense Phase: **Complete**

- Completed** - Step 1: Approved Degree Plan
- Completed** - Step 2: Candidacy Report
- Completed** - Step 3: Comprehensive Exam
- Completed** - Step 4: Approved Committee
- Completed** - Step 5: Approved Proposal Abstract
- Completed** - Step 6: Scheduled of Proposal Defense
- Completed** - Step 7: Successful Proposal Defense



Final Defense Phase:

- Step 1: Approved Committee
- Step 2: Approved Final Abstract
- Step 3: Scheduled Final Defense
- Step 4: Successful Final Defense



Submission Phase:

- Step 1: Approved Final Document
- Step 2: Upload to Texas Digital Library
- Step 3: Graduate Exit Survey
- Step 4: Final Approval by College



You're finished.