Dissertation Requirements for Doctoral Degrees


Dissertation Committee

The dissertation committee must be composed of approved doctoral graduate faculty members. The minimum number of committee members varies by doctoral program. The student should consult with the doctoral program director regarding committee composition. To form the dissertation committee, the Dissertation Committee Request form must be completed and signed by the student, the committee members, the committee chair, the doctoral program director, and the department chair and then forwarded to the dean of The Graduate College for approval and signature. The required Dissertation Committee Request form may be obtained from The Graduate College or at http://www.gradcollege.txstate.edu/The-Diss_Info/T-D_Forms.

Dissertation Proposal

The student must submit the dissertation proposal and an official Dissertation Proposal form to his or her dissertation committee. The required Dissertation Proposal form may be obtained from The Graduate College or at http://www.gradcollege.txstate.edu/The-Diss_Info/T-D_Forms. After signing the form and obtaining committee members’ signatures, the doctoral program director’s signature and the department chair’s signature, the student must submit the Dissertation Proposal form and one copy of the proposal to the dean of The Graduate College for approval before proceeding with research on the dissertation. If the dissertation research involves human subjects, the student must obtain exemption or approval from the Texas State Institutional Review Board prior to submitting the proposal form to The Graduate College. If the dissertation research involves vertebrate animals, the Dissertation Proposal form must include the Texas State IACUC approval code.

Each Ph.D./Ed.D. program prepares its own procedures for the dissertation proposal defense. The procedures may be obtained from the doctoral program director. Following the dissertation proposal defense, members of the dissertation committee, the doctoral program director and the department chair sign the Defense of the Dissertation Proposal form. The form is then submitted to the dean of The Graduate College. The required Defense of the Dissertation Proposal form may be obtained from the office of The Graduate College or at http://www.gradcollege.txstate.edu/The-Diss_Info/T-D_Forms.

Dissertation Enrollment and Credit

A Ph.D./Ed.D. student may begin enrolling in a dissertation course during the term following completion of required course work as specified by the Ph.D./Ed.D. program. Once the student begins enrolling in a dissertation course, the student must continue to enroll in a dissertation course each term in which the student receives direct dissertation supervision or guidance and/or in which the student is using university resources until the dissertation has been completed, defended, and submitted to the Texas State Alkek Library. The minimum hours of required dissertation credit varies by Ph.D./Ed.D. program. The only grades assigned for dissertation courses are PR (progress), CR (credit), W (withdrew), and F (failing). If acceptable progress is not being made in a dissertation course, the instructor may issue a grade of F. If the student is making acceptable progress, a grade of PR is assigned until the dissertation is completed. The minimum number of hours of dissertation credit (“CR”), as specified by the Ph.D./Ed.D. program, will be awarded only after The Graduate College has received the Survey of Earned Doctorates, and the dissertation has been approved by The Graduate College and released to Alkek Library.

A student must be registered for a dissertation course during the term or Summer I (during the summer, the dissertation course runs ten weeks for both sessions) in which the degree will be conferred.

Fee Reduction

A doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A. Education Code, Section 54.054. Please refer to the section titled Fee Reduction in the Additional Fees and Expenses chapter of this catalog for more information.

Dissertation Deadlines and Approval Process

Dissertation deadlines are posted on the following web page: http://www.gradcollege.txstate.edu/The-Diss_Info/T-D_Deadlines.html. The completed dissertation must be submitted to the chair of the dissertation committee on or before the deadlines listed on The Graduate College website.

The following must be submitted to The Graduate College by the dissertation deadline listed on The Graduate College website:

1. The Thesis/Dissertation Committee Approval form, bearing original signatures of the student and all committee members.
2. One (1) PDF of the dissertation in final form, approved by all committee members, uploaded in the on-line Vireo submission system (Vireo On-line Submission Option). Some doctoral programs may require additional copies; check with the doctoral program director regarding additional program requirements.

After the dean of The Graduate College approves the dissertation, Alkek Library will harvest the document from the Vireo submission system for publishing in the Digital Collections database (according to the student’s embargo selection). Ph.D./Ed.D. students must submit the completed Survey for Earned Doctorates (SED) online by 5pm on the Thursday two weeks prior to commencement. This deadline is also available on The Graduate College website, listed above.

No copies are required to be submitted to the Alkek Library. However, Alkek will bind copies submitted that the student wants bound for personal use. Personal copies are not required to be printed on archival quality paper. The student will take the personal copies to the Alkek Library and pay the binding fee for personal copies.

Process and Expenses

Please refer to the section titled Process and Expenses in the Additional Fees and Expenses chapter of this catalog for more information.

Texas State University