



## Dissertation/Thesis Checklist

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**Please use this checklist to ensure that you have completed all the necessary steps**

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Have you submitted an electronic copy of your dissertation/thesis to your committee members? *(at least two weeks prior to defense)*

Have you submitted your FINAL dissertation/thesis in the TCU Library using the following link? <https://library.tcu.edu/submit-thesis-or-dissertation.asp>

If you don't want your dissertation/thesis to be immediately accessible online, you can specify an "embargo" period -- this is one of the options on the Proquest/UMI submission form. The default maximum is two years, but **you can restrict access for more than two years by selecting the "Until the following date" option and entering the date you would like the embargo to end.**

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### Quick Reference Guide

Dissertation/Thesis sent to committee



Defense Date



Revisions



Upload your Dissertation/Thesis to ProQuest:  
<https://library.tcu.edu/submit-thesis-or-dissertation.asp>



\$10 archiving/publication fee will be charged to your student account.

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