

Dissertation Submission

- Signatures in black ink must be obtained from every member of the dissertation committee on Form D-3. The signed form may need to be scanned for inclusion in the dissertation for electronic transmission and storage.
- One copy of the final dissertation on any type of paper is first submitted to the Office of Academic Affairs for APA review of the quality of scholarship, format, and style. The student must adhere to the timetable deadline for dissertation. Students who do not meet the deadline will need to enroll in one more semester to graduate.
- After the final dissertation is approved by the Office of Academic Affairs (OAA), the student must submit several items to the OAA no later than the last day of the semester. Again, this deadline must be met to graduate; otherwise, the student will need to enroll for an additional semester. Note that prices are subject to change. Therefore, the student must confirm prices with the OAA during the semester in which the dissertation is submitted. The following process must be completed with the OAA:
 - a. The original copy previously reviewed by OAA, with all markers in place, is to be reviewed again for the corrections required.
 - b. When the Office of Academic Affairs notifies the student that the dissertation meets the standards of scholarship and these Guidelines, the student submits 2 complete copies to OAA for dissertation publishing and binding.

Forms and letters to be included in the bound copy may need to be scanned into an electronic file. Copies of the dissertation will be archived in the Center for Education and Information Resources at the School of Nursing and one copy will be archived at the Texas Medical Center Library as well as an electronic version.

- c. It is common practice to provide a bound copy of the dissertation to the

Dissertation Chair. Additional bound copies can be ordered at the same time, if desired.

- d. The only acceptable form of payment is a cashier's checks or money orders made payable to the HF Group, LLC for the binding process.