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# Thesis/Dissertation Approval Form

## When to Use this Form

This form is used by Doctoral candidates and Master's candidates in a thesis program to receive approval of their thesis or dissertation, as a requirement for graduation. Candidates should have already submitted a thesis to TRACE ([trace.tennessee.edu](https://trace.tennessee.edu)) electronically.

## Instructions

1. Fill out all fields on the form, being certain to provide the complete and accurate title of the dissertation or thesis. *Note that this title will appear on your transcript exactly as typed in this field.*
2. If you wish to request an embargo that will delay the posting of your electronic thesis or dissertation (ETD), you will need to complete the [Initial Embargo Request](#) form. For more details on the Embargo Policy, please see the Graduate School website ([tiny.utk.edu/etd-policy](https://tiny.utk.edu/etd-policy)). Be certain to sign where indicated, and get your advisor's signature.
3. Initial the spaces at the top of the second page.
4. Get the signatures of your advisor and committee members, using either physical signatures (with a pen) or electronic signatures (visit the [Graduate School](#) for details on this process). To use electronic signatures, email the file to each in turn (*do not send to all committee members at the same time*). They will send the signed file back to you to send to the next person.
5. **If you are having difficulty getting signatures, please contact the Graduate School at 865-974-2475 ([gradschool@utk.edu](mailto:gradschool@utk.edu)), and we can help find a solution.**
6. Delivering the form to the Graduate School can be done in person (111 Student Services Bldg.) or by email to [thesis@utk.edu](mailto:thesis@utk.edu). If sent by email, the form must be sent from the department, not the student.

**It is the candidate's responsibility to ensure that the form has been sent to the Graduate School by the deadline date (see [tiny.utk.edu/grad-deadlines](https://tiny.utk.edu/grad-deadlines) for precise date and time).**

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## Faculty Instructions

When you receive a form to sign by a student, sign and return it in one of the following ways:

- If the student sent a file by email that allows you to use electronic signatures, apply your signature (see the [Graduate School](#) for details on this process), and email the saved form back to the student.
- If the student sent a file that does not allow you to use an electronic signature, simply sign with a pen and return it. The Graduate School will accept completed forms sent electronically from the department only.

# Thesis/Dissertation Approval Form

**Name:** \_\_\_\_\_  
*Last First Middle*

**Student ID #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Major:** \_\_\_\_\_  
*Ex. MS, MA, PhD, EdS*

**Title of Thesis/  
Dissertation:**

As major professor for the student named above, I certify by signing below that I have read this student's defended thesis or dissertation, have approved changes required by the final examiners, have confirmed that the document has been checked for plagiarism, and recommend the thesis or dissertation to the Graduate School for acceptance.

\_\_\_\_\_  
*Printed Name (Major Professor)*

\_\_\_\_\_  
*Signature (Major Professor)*

\_\_\_\_\_  
*Date*

The undersigned certify that they have examined the final electronic copy of this thesis/dissertation approval form and content and recommend that it be accepted by the Graduate School.

\_\_\_\_\_  
*Printed Name (Committee Member)*

\_\_\_\_\_  
*Signature (Committee Member)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name (Committee Member)*

\_\_\_\_\_  
*Signature (Committee Member)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name (Committee Member)*

\_\_\_\_\_  
*Signature (Committee Member)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name (Committee Member)*

\_\_\_\_\_  
*Signature (Committee Member)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name (Committee Member)*

\_\_\_\_\_  
*Signature (Committee Member)*

\_\_\_\_\_  
*Date*

## To be completed by the graduate school

\_\_\_\_\_  
*Month/Year Graduation*

\_\_\_\_\_  
*Referred To*

\_\_\_\_\_  
*Approved*

\_\_\_\_\_  
*Denied*

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# Thesis/Dissertation Approval Form

## Student Agreement

The following items **must** be initialed by the student for final approval of submission of thesis/dissertation.

\_\_\_\_\_ I certify that the version of my ETD that I submitted as my final copy to TRACE is the same as that approved by my committee.

\_\_\_\_\_ I certify that any use I have made in my ETD of third party works (materials created by other people) fall under fair use. If my use of others' work in my ETD does not fall under fair use, I have sought permission for use from the copyright holders. I understand the copyright issues explained at: [libguides.utk.edu/scholarlypublishing](http://libguides.utk.edu/scholarlypublishing).

\_\_\_\_\_ I hereby grant UT and its agents the non-exclusive license to archive and make accessible my ETD now or hereafter known. I retain all ownership rights to the copyright of the ETD. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

\_\_\_\_\_ I certify that none of my work has been published in journals, books, theses, dissertations, or any other third party publications; or, if I am including my own work that has already been published in such third party publications, I certify that I have examined the contract/agreement I signed and/or contacted someone at the publishing company to ensure that I have permission to include this work in my ETD.

\_\_\_\_\_ I certify that I have submitted my ETD to iThenticate. I have reviewed the report and submitted a copy to my major professor. I have examined all potential matches that were identified and determined that the instances have been correctly cited or made improvements in order to avoid ethical conflicts.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor Signature*

\_\_\_\_\_  
*Date*