WEBSITE TOUR

https://www.tntech.edu/graduatestudies/index.php

College of Graduate Studies Website

College of Graduate Studies

GRADUATE ADMISSIONS   CURRENT STUDENTS   DEPARTMENT & FACULTY   ABOUT THE COLLEGE >

Tennessee Tech Ranked

One of the 250 Best Graduate Schools

Exceptional Programs ↔ Outstanding Outcomes

GRADUATE ADMISSIONS   CURRENT STUDENTS   FACULTY INFORMATION

https://www.tntech.edu/graduatestudies/index.php

Student Resources

College of Graduate Studies

Resources for Current Students — At Your Fingertips!

We have the answer or solution for you.
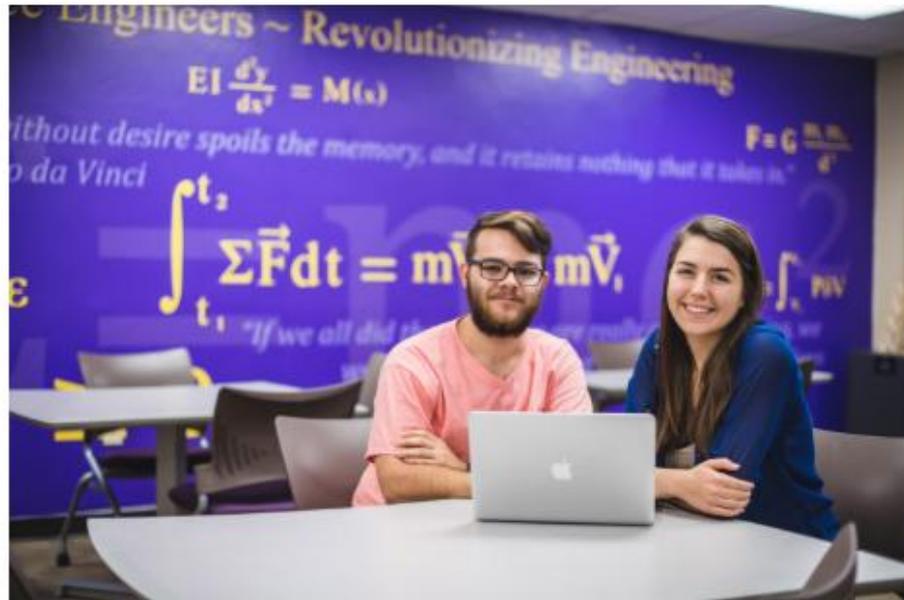
Resources

> Graduate Calendar
> After Admission - Next Steps
> NSF Fellowship - NRT Program
> FAQ's
> Student Online Forms

> Graduation and Commencement
> Fast Track Program
> General Information about Services
> Graduate Assistantships
> Eagle Empower Graduate Scholars
Fellowship

> Department Contact Information &
Advisement
> Thesis and Dissertation Information
> Tuition and Fees

» Spring 2026

- Monday, September 1: Last Day to Apply for Spring 2026 Graduation
- Thursday, October 1: Last Day for International Applicants to Apply for Spring 2026 Admission
- Monday–Friday, October 27–31: Spring 2026 Advisement Week (current students)
- Tuesday, November 3: Spring 2026 Registration Begins
- Tuesday, December 1: Last Day for Domestic Applicants to Apply for Spring 2026 Admission
- Tuesday, December 1: Last Day to Apply for Readmission for Spring 2026
- Thursday–Friday, January 8–9: Advisement and Registration for Spring 2026 (new and readmitted students)
- Wednesday, January 14: Enrollment Confirmation Deadline
- Thursday, January 15: Classes Begin
- Friday, January 16: Late Registration Begins ($100 late fee)
- Monday, January 19: Martin Luther King Day Holiday (No Classes, Offices Closed)
- Sunday, February 1: Last Day to Apply for Summer 2026 Graduation
- Thursday, February 5: Graduate Studies Program Showcase
- Thursday, March 5: Thesis & Dissertation Information Session for Graduate Students (11:00 am)
- Tuesday, March 10: Thesis & Dissertation Information Session for Graduate Students (11:00 am)
- Monday–Friday, March 16–20: Spring Break (No Classes, Offices Open)
- Tuesday, March 24: Fast Track Information Session (11:00 am)
- Wednesday, March 25: Fast Track Information Session (1:00 pm)
- Monday–Thursday, March 30–April 2: Advisement for Summer/Fall 2026
- Thursday, April 2: No Classes, Offices Open
- Friday, April 3: Good Friday Holiday (No Classes, Offices Closed)
- Monday, April 6: Registration for Summer/Fall 2026 Begins
- Monday–Friday, April 6–10: Graduate Student Appreciation Week (multiple events)
- Friday, April 10: Last day to submit forms (e.g., substitutions, committee or candidacy forms, transfers, validation forms, exception requests, reclassification to full standing, or other requested documents, etc.) required for graduation (if applicable)
- Thursday, April 16: Graduate Studies Information Session (11 am)
- Friday, April 17: Last Day to Submit Exception Request to Walk in Commencement
- Friday, April 17: Last Day to Report Results of Comprehensive Exam
- Friday, April 17: Last Day to Report Results of Thesis/Dissertation Defense
- Friday, April 24: Last Day to Submit Signed Thesis/Dissertation Certificate of Approval
- Friday, April 24: Last Day to Submit Committee-Approved Thesis/Dissertation into ProQuest
- Friday, May 1: Last Day to Submit Final Thesis/Dissertation Revisions
- Friday, May 1: Last Day to Submit Survey of Earned Doctorate (Ph.D. Students)
- Friday, May 1: Last Day to Remove "Incomplete" Grades if Graduating in December
- Friday, May 1: Last Day of Classes
- Friday, May 1: INSL Praxis (official passing score)
- Monday–Thursday, May 4–7: Final Exam Week
- Friday, May 8: Graduation — Commencement Details »
- Monday, May 11: Grades Due (10:00 am)

SPRING 2026 CALENDAR

https://www.tntech.edu/graduatestudies/gcalendar.php

College of Graduate Studies

Student Forms

Welcome to the source for all College of Graduate Studies forms. If the form is not part of the DocuSign workflow process, the form should be completed and emailed to gradstudies@tntech.edu. If the items are sent by email, please note in the subject line what attachments are included.

If you have any questions, contact us and we will be happy to assist you!

» Jump ahead a place on the page

> Admission and Readmission   > Enrolled Student Forms   > Other
> Admission Material   > Changes/Modifications   > Graduate Faculty Forms
> Request Deferral   > Committee/Candidacy   > IRB for Protection of Human
> Readmission   > Courses and Credits   Subjects
                                    > Defense & Approval Page   > Program of Study
                                    > Exceptions/Reinstatement   > Certificates
                                    > Exit/Comp Exams   > Master's Level
                                    > Graduate Assistants   > Specialist in Education (Ed.S.)
                                    > Graduation Forms   > Doctor of Philosophy (Ph.D.)
                                                                    > Release of Records

Admission / Readmission

Ready to apply for admission to a graduate program? Before starting any necessary admission materials, you'll first need to fill out your admission application. If you have any questions, we're here to help!

APPLY NOW

Thesis & Dissertation forms on the College of Graduate Studies Webpage

Defense: Thesis/Dissertation Defense and Approval Page

- College of Arts & Sciences - Defense Form » This form must be submitted as part of the graduation process for COAS students.
- College of Education & Human Sciences, Engineering, and Emerging & Integrative Studies Defense Form (Docusign) »
- College of Education & Human Sciences, Engineering, and Emerging & Integrative Studies Defense Form (PDF) »
- Thesis/Dissertation Certificate of Approval Form »
  - IMPORTANT – Please Read: Instructions for Certificate of Approval Form »
  - This serves as your committee's approval and states that your final, error-free dissertation has been or will be submitted to ProQuest.
  - This form must include all committee member signatures. (If you have 7 committee members, use this Defense Form for 7 committee members instead.)
  - Non-voting consultants do not sign any paperwork and are not listed on your Certificate of Approval.

https://www.tntech.edu/graduatestudies/forms.php#Defense

College of Graduate Studies Website

College of Graduate Studies

| ABOUT THE COLLEGE > | PROSPECTIVE STUDENTS > | CURRENT STUDENTS > | THESIS/DISSERTATION INFORMATION ∨ |

General Formatting	Copyright	Dedication	Figures & List of Figures	Appendices
Title	Table of Contents	Acknowledgments	Content/Chapters	Vita
Abstract	Certificate of Approval	Tables & List of Tables	References	

Please note:

Required Pages & General Formatting
Required pages plus page order, page numbering, and general formatting requirements are on the *General Formatting* page.

Formatting for Specific Pages & Elements
Hover over **THESIS/DISSERTATION INFORMATION** in the gold menu bar above to find the General Formatting page as well as formatting requirements for specific pages and elements.

» Page Order, Formatting, & Style

» Submitting Your Thesis/Dissertation

» Thesis/Dissertation Review Process

» Publication Timeline

» Getting Help

» Thesis & Dissertation Information Sessions

» Graduate Student Master's Thesis/Final Project Award

Any changes to the thesis/dissertation submission process will be posted at
https://www.tntech.edu/graduatestudies/etd/index.php.

Theses & Dissertations: Content/Chapters

Headings

The heading styles listed here should be used throughout your paper, and headings are typically used to populate your table of contents. Follow **these instructions** to set up and label headings in your document.

There are six possible levels of headings described in the table below.

- The title level is for thesis/dissertation titles and chapter titles.
- Level 1 headings are for main sections within a chapter; level 2 headings are subsections of level 1; level 3 headings are subsections of level 2; etc.

Heading Level	Heading Example
Thesis/Dissertation Titles & Section/Chapter Titles	**CENTERED, BOLD, ALL CAPS** **OR** **Centered, Bold, Title Case**
Level 1	**Centered, Bold, Title Case for the Heading** Next paragraph begins indented as usual.
Level 2	**Flush Left, Bold, Title Case for the Heading Text** Next paragraph begins indented as usual.
Level 3	***Flush Left, Bold, Italics, Title Case for the Heading Text*** Next paragraph begins indented as usual.
Level 4	**Indented, Bold, Title Case for the Heading Text, End with a Period.** Next paragraph begins right after heading.
Level 5	***Indented, Bold, Italics, Title Case for the Heading Text, End with a Period.*** Next paragraph begins right after heading.

Here are some heading examples:

Theses & Dissertations: Abstract

The abstract must be a single page. The 7th edition of the APA Manual recommends that the abstract be limited to 250 words.

The entire page is single-spaced including the titles; since your entire document is set for double spacing, just highlight the text on this page and choose single spacing.

1. At the top is the page title:

   For theses: "**AN ABSTRACT OF A THESIS** "

   For dissertations: **AN ABSTRACT OF A DISSERTATION**

2. Leave the next line blank.
3. Enter the **TITLE OF YOUR THESIS/DISSERTATION**, which is centered, bold, and in all caps. Your title must also form an upside down triangle if it is more than one line. This means the first line is the longest and each consecutive line is shorter than the previous line.
4. Leave the next line blank.
5. Type your name as registered with the university, centered.
6. Leave the next line blank.
7. Type your degree title and the program, for example, Master of Arts in English.
8. Leave the next line blank.
9. Type the content following the general formatting except the paragraphs are single spaced with a blank line between paragraphs.
10. Add your abstract. Paragraphs should be indented.
11. Add your keywords (optional). Keywords need to be descriptive and capture the most important aspects of your paper. They are used for indexing in databases and as search terms for readers. You can include three to five words, phrases, or acronyms as keywords. Formatting should be as follows:
    1. Add a double-space after the body of your abstract
    2. Use italics
    3. Indent and type the label: "Keywords:"
    4. Add your keywords; each keyword is separated by a comma and a space
    5. There is no ending punctuation after the final keyword
    6. Keywords can be listed in any order (not necessarily alphabetical)
    7. if the keywords run onto a second line, double-space the two lines and do not indent the second line
12. The Abstract page will have the first printed page number — "ii"; the title page is considered to be the first page, but it should not have a visible page number.

Example of Abstract with optional keywords:

Theses & Dissertations: Figures & List of Figures

Figures in your document

All types of visual displays other than tables are considered figures in APA Style. Common types of figures include line graphs, bar graphs, charts (e.g., flowcharts, pie charts), drawings, maps, plots (e.g., scatterplots), photographs, infographics, and other illustrations.

All figures should be labeled and formatted in APA style with numbering, title, notes, borders, etc. **APA Style Figure Setup** and **Purdue OWL Tables and Figures** have excellent guidelines on formatting tables and figures. Much of the information listed here is from from **https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables**.

All figures will be listed in the List of Figures. See **List of Figures** below.

Figures in the appendix/ces need to have the appendix section and figure number. For example, Figure A.1, refers to the first figure in Appendix A (or in the Appendix, if you only have one appendix).

This page has two main sections:

List of Figures
Figures: **Formatting**, **Design**, **Components**, **Borders**, **Placement**, **Notes**, **Examples**

List of Figures

This page is required if there are two or more figures in your document, including in the appendix/ces.

1. Type List of Figures on the top line. Be sure to label this title as a page title heading to format it properly. See **Content/Chapters** for more information about headings.
2. Leave the next line blank.
3. Type Page (#), tab once, type Figure 1: Title of Figure One.
4. If your page number is a single digit, you will need to tab twice so that all figure names are aligned.
5. List each figure on a new line.
6. If your title is so long it goes onto another line, indent that line to match where all figure names start.
7. If your title/caption is so long it goes onto another line, indent that line to match where all figure names start. If you have more than one page, do not split title/captions across pages.
8. If your list is more than one page, put a page title on only the first page.
9. If you have figures in the appendix/ces, be sure to add them on this list. Do not bold or italicize.
10. Do not use bold or italics.