

Website Tour

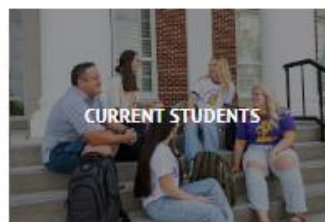
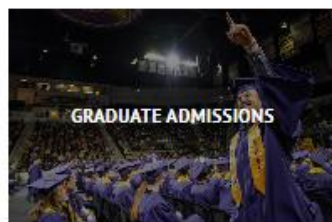
<https://www.tntech.edu/graduatestudies/index.php>

College of Graduate Studies



Tennessee Tech Ranked One of the 250 Best Graduate Schools

Exceptional Programs ↔ Outstanding Outcomes



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

College of Graduate Studies

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Resources for Current Students — At Your Fingertips!

We have the answer or solution for you.



Resources

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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!

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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](#)

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>

Fall 2025

Event	Date
- Summer/Fall 2025 Advisement Week (current students)	March 31 – April 3
- Summer/Fall 2025 Registration Begins	April 7
- Last Day for International Applicants to Apply for Fall 2025 Admissions	May 1
- Last Day to Apply for Fall 2025 Graduation	Sunday, June 1
- Fall 2025 Course Selection for State Employees Using a Fee Waiver and Disabled/Elderly Program Participants	July 24
- Last Day for Domestic Applicants to Apply for Fall 2025 Admissions	August 1
- Last Day to Apply for Readmission for Fall 2025	August 1
- New Graduate Student Orientation	August 14
- Advisement and Registration for Fall 2025 (new and readmitted students)	August 14–15
- Enrollment Confirmation Deadline	August 20
- Classes Begin	August 21
- Late Registration Begins (\$100 late fee)	August 22
- Last Day to Apply for Spring 2026 Graduation	Monday, September 1
- Labor Day Holiday (No Classes, Offices Closed)	September 1
- Last Day to Register/Add a Class - Last Day to Drop Without a Grade (Eagle Online Closes for All Schedule Adjustments)	September 3
- Thesis & Dissertation Information Sessions	October 8, October 9
- Fall Break (No Classes, Offices Open)	October 16–17
- Graduate Studies Information Session	October 7
- Fast Track Information Session (UG to GR program)	October 14
- Last Day to Drop a Class and Receive a Grade of "W"	October 24
- Advisement for Spring 2026	October 27–31
- 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)	Friday, November 7
- Registration for Spring 2026 Begins	November 3
- Veteran's Day Holiday (No Classes, Offices Open)	November 11
- Last Day to Submit Exception Request to Walk in Commencement - Last Day to Report Results of Comprehensive Exam - Last Day to Report Results of Thesis/Dissertation Defense	Friday, November 14

Instructions for Certificate of Approval

DocuSign form for signatures

- See DocuSign Instructions
- Certificate of Approval with signatures
 - Form for up to 6 committee members
 - Separate form for 7 committee members

Formatted copy w/o signatures

- See Manual Instructions
- Certificate of Approval to include in your paper

<https://www.tntech.edu/graduatestudies/etd/approval.php>

DocuSign Instructions

Enter your name and email address. Then enter the name and email addresses of your committee chair and committee members.

Please make sure you spell all names correctly and use the correct email addresses.

Click the Begin Signing button at the bottom of the page.

You must manually center your title (in all caps) and your name (as registered with the university). Follow the tooltips in DocuSign for each of the fields shown below. You can view each tooltip in DocuSign by hovering your mouse over the field.

Certificate of Approval

<div></div>	<div>Required - MANUALLY CENTER YOUR TITLE IN ALL CAPS. You may use the next lines if you have a long title.</div> <div>Optional - If you need a second line, manually center this. You want this to look like an upside down pyramid.</div> <div>Optional - If you need a third line, manually center again like an upside down pyramid.</div>
<div></div>	
<div></div>	
by	<div>Required - manually center your name here so it is centered under the word "by" (change to lower case here) (Upper case for title)</div>

Click submit. Your Certificate of Approval will automatically route for electronic signatures.

Your signed Certificate of Approval will be added to your graduation record and submitted to Tennessee Tech's Archives.

College of Graduate Studies

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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](#)

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: 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: 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.