



TEXAS A&M UNIVERSITY

Nutrition

Final Defense Checklist

Apply to Graduate with the Registrar

1. Login to Howdy. Click on the My Record tab.
2. The Application for Graduation link can be found under the “Degree Evaluation” channel.
3. You’ll have to pay a fee to the registrar’s office to apply to graduate. You can apply late if you miss the deadline, but you might have to print your form and deliver it in person to the GSC, and pay double the fee (so try your best to do this first!).

Plan Your Defense

1. Make sure you are in a good place with your dissertation - you must send your dissertation draft to your committee at least 2 weeks prior to the date of your defense.
2. Poll your committee for a good time for all of them to come to your defense. Just like in your prelims - you can substitute up to one member of your committee to grade your final exam.
3. Once you find a date and time that works for everyone, book a room that will comfortably seat 15-30 people (we recommend CMAT 124 or BORL 201).
4. Tell the departmental admin (Serina DeSalvio) at least 4 weeks before your defense date - this gives us time to advertise your amazing talk, AND the department will provide snacks for your defense if you tell us at least 4 weeks out from your date.

Submit a Final Exam Request in ARCS

1. You must submit a final exam request at least 10 days prior to your defense date (we recommend doing this as soon as you have your room reserved!).
2. To do this, log into Howdy and click on “My ARCS”. Click on “Final Exam” on the timeline and fill out the requested information, then hit submit!

Defend & Submit Your Dissertation

1. Defend (so simple when you say it, so complicated to actually do!).
2. Incorporate your committee’s edits to your dissertation.
3. Submit the final version of your dissertation to the Thesis & Dissertation Submission System (<https://etd.tamu.edu/>).

If you have any questions or concerns, email Tyler Fadal (tyler.fadal@ag.tamu.edu) or Serina DeSalvio (serina.desalvio@ag.tamu.edu).