

INSTRUCTIONS FOR GRADUATE STUDENTS APPLYING FOR GRADUATION FALL 2009

ALL DEGREE CANDIDATES

1. An on-line Application for Graduation and diploma order form must be completed by the applicant by **September 11, 2009**. If past the deadline the student must go through his/her program office and will be responsible for \$100 late fee.
2. It is your responsibility to check with your advisor to ensure that all requirements for your graduation will be satisfied before the end of this semester. If after having applied for graduation you realize that you are not going to finish by the end of the semester, please notify your department or the Graduate Dean's Office at (972) 883-2034.
3. You must be registered during the **FALL 2009** session to be eligible for graduation. For more complete details pertaining to graduation procedures, see Policy Memorandum 87-III.25-48, "Policy and Procedures for Completing a Graduate Degree." The official version is on the web at <http://www.utdallas.edu/provost/policies.html>. The policy may also be found in your Program Office, the Graduate Dean's Office, in the Guide for the Preparation of Master's Theses and Doctoral Dissertations, and the Graduate Student Guide. If there are any discrepancies between these and the official version, the official version will take precedence.
4. Gown rental, invitations, etc., are handled at the UTD bookstore. Diplomas will be mailed to graduate students eight weeks after graduation.

CANDIDATES WRITING A DISSERTATION OR THESIS

The "Guide for the Preparation of Master's Theses and Doctoral Dissertations" is posted on the Web at www.utdallas.edu/dept/graddean/dgIndex.htm. Prepare your document in accordance with these guidelines. **Questions about format should be directed to Julie Welch in the Graduate Dean's office at julie.welch@utdallas.edu or (972) 883-5346.**

FINAL ORAL EXAMINATION AND/OR APPROVAL BY COMMITTEE

- **Master's Candidates:** Scheduling of any final presentation is done through your Program Office.
- **Doctoral Candidates:** A "Request for Final Oral Examination" must be filed with the Graduate Dean's Office by **NOVEMBER 3, 2009**.

Your Program Office will establish a time and place for the examination. The last day to conduct a Final Oral Examination will be **NOVEMBER 17, 2009**. The "Request" form must be signed by every committee member and accompanied by two hard copies of the dissertation (1 copy in a 3 ring binder, 1 copy in a folder for formatting review, and 1 CD with 1 PDF file of the dissertation).

An Outside Chair will be appointed by the Graduate Dean and will officiate at the oral examination. Final oral examinations may not be conducted during winter and spring breaks. Final oral examinations must be held while classes are in session.

Following the examination, the Outside Chair will report to this office on the outcome of the examination.

All Candidates: After completing all changes required by your committee, obtain signatures of all committee members on signature pages in the format set forth in the "Guide" and on acid-free archival paper available at the UTD Copy Center. The three required signature pages must be originals. **Signature pages must be approved by the Graduate Dean's office before printing on acid-free archival paper.**

FINAL WRITTEN THESIS OR DISSERTATION

1. **The format of the document must be checked before making final copies.** You will be required to leave your thesis/dissertation in the Graduate Dean's office for at least two days for the format check. An email will be sent to you with any format corrections.

2. The final version of the document must be copied on acid-free archival paper. It is strongly suggested that you buy the paper from the UTD Copy Center and have the copies made at the Copy Center, which is located next to the bookstore. Both doctoral and master's candidates must furnish a CD with dissertation/thesis in a PDF file (file saved as last name first, first name, then the title of dissertation/thesis), an extra copy of the abstract, title and signed signature pages. The Copy Center will make these copies on correct paper for a reasonable fee. Call (972) 883-2265 for more information. **The Copy Center is open 8 a.m. to 3:30 p.m. Monday through Friday to print your dissertation/thesis.**

Final copies are due in the Graduate Dean's Office for final approval as follows. Please contact Julie Welch at julie.welch@utdallas.edu or call (972) 883-5346 and make an appointment for the final format check.

Doctoral dissertations

NOVEMBER 24, 2009

Master's theses

DECEMBER 4, 2009

ALL CANDIDATES - after final format approval, the following documents are required.

DOCTORAL:

- **1 CD with dissertation in PDF file, saved as last name first, first name, title**
- **3 hard copies made from PDF file; copies will be distributed by the Copy Center as follows – 1 to Supervising Prof., 1 to Dept., 1 to Library; Copy Center will notify student when personal copies are ready for pickup**
- **1 extra copy of abstract, title and signed signature page**
- **UMI form completed**
- **\$65 check or money order made payable to ProQuest**
- **Survey of Earned Doctorates form completed**
- **Turnitin form signed by Supervising Professor and student**

MASTER'S:

- **1 CD with thesis in PDF file, saved as last name first, first name, title**
- **3 hard copies made from PDF file; copies will be distributed by the Copy Center as follows – 1 to Supervising Prof., 1 to Dept., 1 to Library; Copy Center will notify student when personal copies are ready for pickup**
- **1 extra copy of abstract, title and signed signature page**
- **UMI form completed**
- **\$55 check or money order made payable to ProQuest**
- **Turnitin form signed by Supervising Professor and student**

Once your dissertation/thesis has been printed on the acid-free archival paper, all candidates are required to bring copies to Graduate Dean's office and check each page of your dissertation/thesis to ensure there are no missing pages. Your last step will be to take the copies to the Copy Center to be bound and then return the signed form from the Copy Center to the Graduate Dean's office.

REQUIRED FEES

DOCTORAL STUDENTS

1. \$65.00 - UMI fee – **payable only by check or money order to ProQuest**
2. \$45.00 - \$15 per bound copy; payable to Copy Center
3. \$15.00 - each additional binding
4. If there are extensive materials such as maps, illustrations, etc. to be pocketed at back of hard copy, there may be an additional charge.

MASTER'S STUDENTS

1. \$55.00 – UMI fee – **payable only by check or money order to ProQuest**
2. \$45.00 - \$15 per bound copy; payable to Copy Center
3. \$15.00 – each additional binding
4. If there are extensive materials such as maps, illustrations, etc. to be pocketed at back of hard copy, there may be an additional charge.