

INSTRUCTIONS FOR GRADUATE STUDENTS APPLYING FOR GRADUATION

SPRING 2012

ALL DEGREE CANDIDATES

1. An online Application for Graduation and diploma order form must be completed by the applicant by **JANUARY 25, 2012**. If past the deadline, the student must go through his/her program office and will be responsible for a \$100 late fee.
2. It is the student's responsibility to check with his/her advisor to ensure that all requirements for graduation will be satisfied by the end of the semester. If after applying for graduation, the student realizes that he/she will not finish by the end of the semester, the student should notify the department or the Graduate Dean's Office at 972-883-2034.
3. The student must be registered for the **SPRING 2012** session to be eligible for graduation. For more information pertaining to graduation procedures, see Policy Memorandum 87-III.25-45, "Policy and Procedures for Completing a Graduate Degree." The official version is on the web at <http://provost.utdallas.edu/policy/utdpp1052>. The policy may also be found in each departmental 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 graduates 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 Amanda Aiuvalasit in the Graduate Dean's Office at amanda@utdallas.edu or 972-883-5346**

FINAL ORAL EXAMINATION AND/OR APPROVAL BY COMMITTEE

- **Master's:** Scheduling of any final presentation is done through your program office.
- **Doctoral:** A Request for Final Oral Examination form and an additional copy of the request form, along with two hard copies and one soft copy of your dissertation, must be filed with the Graduate Dean's Office by **MARCH 30, 2012**.

Your program office will establish a time and place for your examination. The last day to conduct a final oral examination is **APRIL 13, 2012**. The request form must be signed by every committee member and be accompanied by two hard copies of the dissertation (one copy bound in a 3-ring binder, one loose copy bound with a binder clip for format review),

and one CD with the PDF file of the dissertation, saved as “Last name, First name, Title of Dissertation.”

An outside chairperson will be appointed by the Graduate Dean. Final oral examinations may not be conducted during winter or spring breaks; final oral examinations must be held while classes are in session. Following the examination, the outside chairperson will report to the Graduate Dean’s 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 this guide, printed 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 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 the dissertation/thesis in a PDF file (saved as “Last name, First name, Title of Dissertation/Thesis”), and extra copies of the abstract, title, and signature pages. Call 972-883-2265 for more information. **The Copy Center is open 8:00 a.m. to 3:30 p.m., Monday through Friday.** The Copy Center accepts cash, check, or credit/debit (VISA, MASTERCARD, and DISCOVER). They DO NOT accept AMERICAN EXPRESS or comet card (unless the comet card is linked to a Wells Fargo account).

Final copies are due in the Graduate Dean’s Office for final approval as follows. Please contact Amanda Aiuvalasit at amanda@utdallas.edu or 972-883-5346 to make an appointment for the final format check before these deadlines.

Doctoral Dissertations	APRIL 20, 2012
Master’s Theses	APRIL 26, 2012

ALL CANDIDATES- After final format approval, the following documents are required:

DOCTORAL:

- **1 CD with dissertation in PDF form, saved as “Last name, First name, Title of Dissertation”**
- **3 hard copies made from PFD file; copies will be distributed by the Copy Center after binding as follows: 1 to supervising professor, 1 to department, 1 to library; the Copy Center will notify the student when personal copies are ready for pick-up**
- **UMI form- completed online at www.etdadmin.com/utdallas.edu**
- **Survey of Earned Doctorates form- completed and printed from <http://www.norc.org/sed>**

- TurnItIn form signed by supervising professor and student
- Additional copy of signed signature page

MASTER'S:

- 1 CD with thesis in PDF form, saved as "Lastname, Firstname, Title of Thesis"
- 3 hard copies made from PFD file; copies will be distributed by the Copy Center after binding as follows: 1 to supervising professor, 1 to department, 1 to library; the Copy Center will notify the student when personal copies are ready for pick-up
- UMI form- completed online at www.etdadmin.com/utdallas.edu
- TurnItIn form signed by supervising professor and student
- Additional copy of signed signature page

Once your dissertation/thesis has been printed on the acid-free archival paper, all candidates are required to bring those copies to the Graduate Dean's Office to check each page to ensure that there are no missing pages or other irregularities. Your last step is to take the approved copies back to the Copy Center to be bound and then return the signed approval form from the Copy Center to the Graduate Dean's Office.

REQUIRED FEES

DOCTORAL:

1. Cost of paper + printing at the Copy Center- variable depending on length of dissertation; contact the Copy Center at 972-883-2265 for pricing information
2. \$45.00 – binding of three required copies (\$15 each); each additional binding for personal copies is also \$15
3. If there are extensive materials, such as maps, illustrations, etc., to be pocketed in the back of the hard copy, there may be an additional charge.

MASTER'S:

1. Cost of paper + printing at the Copy Center- variable depending on length of thesis; contact the Copy Center at 972-883-2265 for pricing information.
2. \$45.00 – binding of three required copies (\$15 each); each additional binding for personal copies is also \$15
3. If there are extensive materials, such as maps, illustrations, etc., to be pocketed in the back of the hard copy, there may be an additional charge.