

NECESSARY STEPS TO GRADUATE

All students:

1. ___ Check with your program to ensure that all necessary coursework to graduate has been completed.
2. ___ Make certain to complete all incomplete grades. Check with your program office to be certain any necessary grade change forms have been received by the Records Office.
3. ___ Pay all necessary fees in the Records or Bursar's Office.
4. ___ Check with your program for any holds that may be on your student account.
5. ___ Fill out the Application for Graduation online by the deadline. If applicable, complete in absentia form (see your department).

Master's Candidates:

1. ___ When your supervising professor declares you ready to defend your thesis, contact the person responsible for graduate students within your program/department for the next steps.
2. ___ See the Graduate Reader in the Graduate Dean's Office for format approval and printing of your signature page on acid-free archival paper before your defense.
3. ___ When you pass your defense and your committee is satisfied with your thesis, submit your final thesis to the Graduate Dean's Office for final format review.
4. ___ When formatting has been approved and you have been given a signed approval form, take a CD with the PDF of your thesis (saved as "Last name, First name, Title of Thesis") to the Copy Center to have three hard copies (minimum) made.
5. ___ Submit your dissertation to UMI/ProQuest online at www.etsdadmin.com/utdallas.edu. (See instructions in this Guide for more information.)
6. ___ Bring your hard copies, signed signature pages, and TurnItIn form back to Graduate Dean's Office for final approval.
7. ___ After copies are checked by the Graduate Dean's Office, you will return them to the Copy Center for binding. **The Copy Center hours are 8:00 a.m. to 3:30 p.m., Monday through Friday.** The Copy Center will send one bound copy to your supervising professor, one to your department, and one to the library.
8. ___ Return the approval form, signed by a Copy Center representative, to the Graduate Dean's Office.

Doctoral Candidates:

1. ___ When your supervising professor declares you ready to defend your dissertation, distribute dissertation copies to all committee members. Most departments require at least two weeks to review it.
2. ___ When all committee members agree that you are ready to defend, obtain a Request for Final Oral Examination form from your program/department office

3. ___ Set a date, time, and place for your oral exam through your program/department office. Check with your program office or the Graduate Dean's Office for the deadline date for the semester in which you plan to graduate. Have all committee members sign the Request for Final Oral Examination form.
4. ___ Bring completed Request for Final Oral Examination form and one additional copy of the request form to the Graduate Dean's Office, along with two hard copies of your 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 your dissertation (saved as "Last name, First name, Title of Dissertation") **A MINIMUM OF TWO WEEKS BEFORE THE SCHEDULED FINAL ORAL EXAM DATE.** The Graduate Dean's Office will secure an outside chairperson. Notice of your defense will be emailed to all faculty and posted outside the Graduate Dean's Office.
5. ___ Take a hard copy bound in a 3-ring binder to your program/department office for display there. Check with your department about their specific requirements.
6. ___ See the Graduate Reader in the Graduate Dean's Office for format approval and printing of your signature page on acid-free archival paper a couple of days before your defense.
7. ___ Take at least three approved signature pages (printed on acid-free archival paper) to your defense so that your committee members may sign them there. This will save you time later.
8. ___ After your defense and all changes required by your committee and the formatting review have been incorporated, take the final version of your dissertation to the Graduate Dean's Office for a final format check. This copy MUST be printed from the PDF with the Page Scaling option set to "NONE."
9. ___ Once approved to print by the Graduate Dean's Office and once you have been given a signed approval form, have the required number of copies of your dissertation made.
10. ___ Submit your dissertation to UMI/ProQuest online at www.etsdadmin.com/utdallas.edu. (See instructions in this Guide for more information.)
11. ___ Complete the Survey of Earned Doctorates through the [Survey of Earned Doctorates PDF](#) link on the Graduate Dean's Office website. After you have completed the PDF form, print it to bring to the Graduate Dean's Office.
12. ___ Return to the Graduate Dean's Office with your dissertation copies, signed signature pages, and required forms (TurnItIn and Survey of Earned Doctorates). Check with your program/department office or the Graduate Dean's Office's website for the deadline that final copies of your dissertation and forms are due.
13. ___ After copies are checked by the Graduate Dean's Office, you will return them to the Copy Center for binding. **The Copy Center hours are 8:00 a.m. to 3:30 p.m., Monday through Friday.** The Copy Center will send one bound copy to your supervising professor, one to your department, and one to the library.
14. ___ Return the approval form, signed by a Copy Center representative, to the Graduate Dean's Office.

Master's Candidates- Abstract maximum = 150 words

Doctoral Candidates- Abstract maximum = 350 words