

# DOCTORAL STEPS TO COMPLETION

## Beginning of Final Semester

- ✓ You must be registered to be eligible for graduation, unless graduating in absentia.
- ✓ Check with your program office to ensure that all necessary coursework has been completed. You will be marked “eligible to graduate” in Galaxy/Orion.
- ✓ Apply for graduation online by the deadline listed on the Academic Calendar. Late applications will be charged \$100 late fee. If after you have applied, you realize that you are not going to graduate you will need to notify your department.
- ✓ Refer to the Thesis and Dissertation [Submission Guide](#) and [Formatting Guide](#) on our website for guidelines.
- ✓ Select a discipline appropriate style guide from the list. Use the style guide consistently for formatting.
- ✓ There are also example pages and two templates; [LaTeX and Word](#), available for download from our website.
- ✓ [Regalia & Hooding Ceremony Information](#)

## Scheduling Final Oral Examination

- ✓ A *minimum of 2 weeks before* the scheduled final oral exam date, Upload the following documents to [the Thesis and Dissertation Submission website](#).
  - Your dissertation** (PDF file)
  - Request for Final Oral Exam form** signed by all committee members (administrative file)
  - Unsigned Signature Page** (administrative file)
- ✓ Contact your program office to reserve a room for your final oral examination. You may NOT conduct a Final Oral Exam when the University is closed or start the exam after 4pm. Exams MUST be conducted in a room with open access.
- ✓ The Office of Graduate Studies will appoint an outside chair to be present at your exam.
- ✓ The Graduate Reader will review your dissertation and email you when required revisions are available online.
- ✓ After you have submitted your dissertation, but before the final approval date, submit your dissertation to Turnitin.com for a citation check.

## Day of Final Oral Examination

- Signature Page Approval:**
  - ✓ Ensure your Unsigned Signature Page is approved before your defense.
  - ✓ The Graduate Reader will inform you by email of any required changes. Print the approved page and take it to your defense.
  - ✓ When you pass your defense, obtain signatures of all committee members. Upload your Signed Signature Page as an Administrative File.
  - ✓ You may also have your supervising professor sign your Citation Form at this time.
  - ✓ The Signed Signature Page and signed Citation Form should be uploaded to the submission website as administrative files.
  - ✓ NOTE: You can only upload files and replace files when the submission status is “Needs Correction”.
  - ✓ If graduating in absentia, an **Absentia Registration Form** may be processed after you have successfully defended.

## Final Format Check and Dissertation Approval

- Final Format Check (at least three working days before the final deadline):**
  - ✓ Check your document for grammar and spelling, and incorporate all changes from the initial format check as well as any changes required by your committee.
  - ✓ Upload your final approved version in PDF format to the [Thesis and Dissertation Submission website](#).
  - ✓ Your dissertation will be checked to make sure it meets UT Dallas formatting requirements and you will be notified of any required corrections.
  - ✓ Your dissertation will be reviewed in the order in which it was received. You can track the review progress at any time by logging on to the [Thesis and Dissertation Submission website](#).

## Last Steps

- Checklist of Required Documentation (all must be submitted online):**
  - Final approved PDF version of the dissertation with Unsigned Signature Page
  - Signed Signature Page
  - [Survey of Earned Doctorates](#) Certificate of Completion
  - [Citation Form](#) signed by Supervising Professor and student
  - [Turnitin Digital Receipt](#)
  - Any permissions needed from publishers to reprint previously published material OR document from publisher stating permission is not required.
- If the research involved human or animal subjects the following documentation is required:**
  - Signed Use of Human Subjects in Research form (IRB)
  - Signed Use of Animals in Research form (IACUC)

## DEADLINES – Fall 2017

- **October 24, 2017** - Last day to request a final oral exam.
- **November 7, 2017** - Last day to hold a final oral exam.
- **November 16, 2017** - Last day to upload dissertation for final review by the Office of Graduate Studies.
- **November 21, 2017 (Noon)** - Last day to have your dissertation **approved** by the Office of Graduate Studies.