

Essential Information for UTA
Faculty and Staff Regarding
PhD Requirements

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The most essential UTA doctoral degree information can be found on the webpage listed below. On this same webpage, on the right hand side is a more specific breakdown of topics related to degree requirements.

See <http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Benchmarks

- All PhD students are required to pass three specific progress benchmarks. These are the Diagnostic Evaluation, the Comprehensive Examination, and the Dissertation Defense.

Diagnostic Evaluation

- The Diagnostic Evaluation is to be taken “ no later than after completion of 18 semester hours of coursework while enrolled in a doctoral program...”.The advisor should submit the completed Diagnostic Evaluation Report to the Office of Admissions, Records, and Registration. Email scans of forms to gradteam@uta.edu are acceptable.

- Catalog text:

During the student's first year of doctoral program work the student must demonstrate potential to successfully complete a degree program. The method of assessing the student's potential will be determined by the appropriate Committee on Graduate Studies and may be in the form of a written or oral examination, personal interviews with faculty members, successful completion of certain courses in the first semester of residence, or by any combination of these methods. Results of the diagnostic evaluation may be 1) approval to continue in the doctoral program; 2) approval to continue with specified remedial work; 3) failure, but with permission for assessment through a second diagnostic evaluation after a specified period; or 4) failure and termination in the program. The student must be enrolled in the graduate program in the term in which he/she completes the diagnostic evaluation.

The results of the diagnostic evaluation must be filed in the Admissions, Records, and Registration Office no later than after completion of 18 semester hours of coursework while enrolled in a doctoral program at UT Arlington.

After the student successfully completes the diagnostic evaluation, the Academic Dean will approve an examining committee. Members for the committee are recommended by the graduate advisor and appropriate Committee on Graduate Studies. The committee will consist of no fewer than 3 voting members, at least two of whom must be from the student's major area. Committees in interdisciplinary programs must include at least four voting members with two members coming from each discipline. Individual programs may require the committee to have more members and students must conform to such requirements. One qualified external person who is not a member of the graduate faculty may serve as a voting member of a supervising committee if nominated by the appropriate Committee on Graduate Studies and approved by the Graduate Studies Office. Any external, non-voting members must be in addition to the required number of voting members. Students should consult with their program's graduate advisor to make sure their committees have sufficient membership to meet program requirements. The committee is responsible for design and direction of the student's program.

Comprehensive Examination

- The Comprehensive Examination is to be taken by the student “after giving evidence to their doctoral committee of adequate academic achievement by having completed all or most coursework requirements for a degree”. That is, the student should be ready to focus on dissertation research.
- The advisor should submit the completed Comprehensive Examination Report to the Office of Admissions, Records, and Registration. Email scans of forms to gradteam@uta.edu are acceptable.
- Catalog text:

Students are eligible to take the comprehensive examination after giving evidence to their doctoral committee of adequate academic achievement by having completed all or most coursework requirements for a degree. The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on dissertation research and preparation. The student must be enrolled in the term in which he/she takes the comprehensive examination.

The comprehensive examination may be written, oral, or both. Its scope, content, and form are determined by the student's examining committee with approval of the appropriate Committee on Graduate Studies. The student must submit a Request for the Comprehensive Examination and the request must indicate the time, place, and form (oral and/or written) of the examination and include signatures of all members of the examining committee.

In some departments and programs comprehensive examinations are given semiannually so students should consult their graduate advisor in that program for appropriate regulations and procedures.

The comprehensive examination may result in 1) unconditional pass and recommendation to proceed to the next phase of the program; 2) approval to remain in the program, but required to meet certain specified additional criteria; 3) failure, but with permission to retake the examination after a period specified by the examining committee; or 4) failure and dismissal from the program.

Dissertation Defense

- The defense of a dissertation must be scheduled during the semester in which the student intends to graduate. The UTA Office of Records and Registrations posts deadlines by which students are to hold their defense and by which the defense report must be submitted to their office. A student may defend after a deadline has passed only by making a specific request through their department and college and receiving approval by the Office of Admissions, Records and Registration. Approval to defend after the deadline is not automatic.
- The advisor should submit the completed Dissertation Defense Report to the Office of Admissions, Records, and Registration. Email scans of forms to gradteam@uta.edu are acceptable.
- Catalog text:

Doctoral students must be enrolled in the appropriate course in the term in which he/she defends the dissertation (see Enrollment Requirements above).

The dissertation defense will be a public oral examination open to all members (faculty, students and invited guests) of the University community. Questioning of the candidate will be directed by the student's dissertation supervising committee. All members of the student's committee must be present at the defense.

Although the defense is concerned primarily with the dissertation research and its interpretation, the examining committee may explore the student's knowledge of areas relevant to the core of the dissertation problem. The dissertation defense may result in a decision that the candidate has 1) passed unconditionally; 2) passed conditionally with remedial work specified by the committee; 3) failed, with permission to be re-examined after a specified period; or 4) failed and dismissed from the program. The dissertation must be approved unanimously by the student's dissertation supervising committee and by the Academic Dean. Regardless of the outcome of the defense, the thesis defense results must be submitted to the Office of Admissions, Records, and Registration.

Deadlines

- There are various deadlines students should meet in their semester of graduation. These deadlines include applying for graduation, defending the dissertation, submitting the defense report to the Office of Admissions, Records, and Registration, and submitting the final dissertation copy to the UTA Central Library for archiving.
- See: <http://www.uta.edu/records/graduation/deadlines.php>

Dissertation Submission

- The function of the library is to archive the dissertation; therefore it should be noted that format and content of the dissertation are the responsibility of the student and the dissertation committee.
- A style manual for dissertation format has been put out by the Office of Graduate Studies and can be found at:
<https://www.uta.edu/gradstudies/admitted/resources/Thesis%20and%20Dissertation%20Manual.php>
- Information on submission of the dissertation to the library can be found at:
<http://library.uta.edu/etd>

Time limits

- PhD students are expected to complete their doctoral degree “within four years after the student unconditionally passes the comprehensive exam”.

Enrollment

- Students are required to be enrolled during the term in which they take any of the exams listed above.
- Students must be enrolled when doing research or using UTA resources of any kind.
- Once a PhD student begins enrolling in dissertation hours, they are expected to continue enrolling in dissertation hours until the degree is earned. Students are expected to enroll if he or she is conducting dissertation research..
- Students should be enrolled in the course that best exemplifies the number of hours spent working on the dissertation; either three hours by enrolling in 6399, six hours by enrolling in 6699, or nine hours by enrolling in 6999. If a student knows he or she will complete and defend the dissertation she or he may enroll in 7399 and meet university full-time enrollment requirements (note that financial aid, loan agencies and other organizations may not accept 3 hours as full time enrollment—student should check).h.
- The 7399 course can be taken only once, regardless of the grade received. The course 7399 is never to be repeated.
 - Catalog text:
 1. Registration in an independent study, research, or similar course implies an expected level of effort on the part of the student that is at least equivalent to that of an organized course of the same credit value.
 2. Doctoral students will not be required to register for more than nine credit hours during any term with these exceptions:
 - a. Doctoral students who are enrolled in nine credit hours of organized courses and who are also doing research related to their dissertation may be required to register for up to three hours of research for a total of 12 credit hours.
 - b. Doctoral students supported as a graduate research or teaching assistants may be required to register for 12 credit hours (no more than nine credit hours to be in organized courses), as determined by the students' graduate program.
 3. Doctoral students who are required to register solely to satisfy the continuous enrollment requirement may register 3 credit hours during each term.
 4. Doctoral students may not register for more than 12 semester hours in a term unless such registration is approved by the student's graduate advisor.
 5. A doctoral student working on a dissertation should be enrolled in an appropriate 6X99 or 7399 dissertation course. Once the student is enrolled in a dissertation course, continuous enrollment is required. A student receiving advice and assistance from a faculty member in the preparation of a dissertation must register in the course even if the student is not on campus. Doctoral students must enroll in the appropriate 6699, 6999 or 7399 Dissertation Completion course the semester in which the dissertation is defended. Students typically enroll in these courses defend and apply for graduation in the same term. The Dissertation Completion course (7399) may only be taken once and cannot be repeated.

Grades and Courses

Grades

- PhD students must earn a grade of P in a dissertation course when he or she defends his or her dissertation successfully.
 - A student should be given a P grade only when the student has passed the defense unconditionally, has completed the dissertation no further edits are required. No exceptions.
- An R grade is “Research in Progress”. A grade of R should be given when the student has not unconditionally passed their defense and needs to register for further dissertation hours to do so. There is no negativity associated with an R grade as it counts neither positively nor negatively on the student’s record and has no effect on GPA.

An F grade in the dissertation course means the student has failed to meet reasonable performance/progress expectations. A decision must be made whether the student receiving an F should be allowed to continue doctoral studies.

Courses

- Doctoral students must take a minimum of 9 hours of dissertation courses. This can be accomplished by taking 6999 or a combination of other dissertation course options.
- There are four options for dissertation registration:
 - 6399 - this is the most basic dissertation course and is repeatable. It is essential to note that this course only has graded options of R and F. ***P grades cannot be assigned in this course therefore dissertation defenses must not be conducted when a student is enrolled exclusively in a 6399 course. It is a requirement for graduation that a student be awarded a P grade when he or she defends successfully. This course does not allow that grading option.***
 - 6699 - this course is repeatable and also gives an option of P, F, or R. It should be taken when a student expects to work approximately 6 hours per week on their dissertation. Students can enroll in this course, defend their dissertations successfully and receive the required P grade.
 - 6999 - this course is repeatable and also gives an option of P, F, or R. It should be taken when a student expects to work approximately 9 hours per week on their dissertation.

- 7399 - this course is to be taken only in the term in which a student expects to complete all requirements and graduate. . Grade options are P, F, and R. Students can enroll in this course, defend their dissertations successfully and receive the required P grade. ***This course is not repeatable under any circumstances. If a student receives an R grade in 7399 they must enroll in 6699 in the next term and in any future terms.***

Graduation

- Students wishing to receive their degree from UTA must apply for graduation via their Student Service Center page in MyMav. An email is sent to the student the next day as confirmation that the application was received.
- The posting of the graduation fee is a manual process. Students should allow at least 10 business days for the fees to appear. The fee(s) can be paid in MyMav in the same fashion students pay other fees on their accounts.
- Once final grades post for the semester, the Graduation Team runs the processes that award or deny the degree based on the students' Graduate Maverick Academic Progress (GMAP).
- Any student who applies for graduation but does not meet degree requirements must reapply for graduation in a subsequent term and pay the associated fees again. Graduation applications and fees are non-refundable and non-transferrable.
- Diplomas are mailed to students who met degree requirements and who don't have holds on their accounts. Diplomas are printed out-of-state and mailed to the student's Mailing Address in MyMav. (Note: there is an address designation of "Diploma Address" but that address is not used.)
- It should be noted that once all degree requirements have been met students who missed graduation deadlines in their completion terms need not enroll in a subsequent semester solely for the purpose of graduating.
- Students, faculty, and staff can email the Graduation Team at gradteam@uta.edu for further information on graduation processes and procedures.

- Catalog text:

Graduation

Degree Conferral

Degrees are awarded at the end of the fall semester (December), spring semester (May) and summer session (August). Formal commencement ceremonies are held within the college or school in which the degree is earned. Students should contact the Office of the Dean of their department for information concerning the commencement ceremonies.

Application for Graduation

All graduating students must file an Application for Graduation through their Student Center in [MyMav](#) by the published deadlines for the semester of graduation. Students are encouraged to meet with their academic advisor to insure that they will meet degree plan requirements in a timely

way to allow graduation. Neither the graduation application nor graduation fees are transferable to a subsequent semester; therefore, if a student does not graduate in the semester indicated in the initial application, a new application must be filed for the semester of graduation and the appropriate fees paid again. Additional information on graduation processes is available on the Office of Admissions, Records and Registration's [Graduation website](#).

Students who fail to apply for graduation by the specified deadlines may apply late by completing the Application for Graduation and paying a late fee. Applications for graduation will be accepted with a late fee for 30 calendar days after the deadline for applying for graduation. After that date, no applications will be accepted and students must apply for graduation for a subsequent semester. Applicants for graduation will be billed the Graduation Application fee and, as appropriate, the late graduation application fee. Again, graduation charges are non-transferable and non-refundable. See the section titled Tuition, Fees, and Charges in this catalog for information on specific fees.

Diplomas

Diplomas will be issued approximately 6-8 weeks after commencement ceremonies, and will be sent to graduates via USPS mail. Graduates with account balances or transcript or any diploma holds must clear these before their diploma can be released for mailing. Diplomas are only kept and available for mailing for one (1) year after graduation. After one year, the graduate will need to order a replacement diploma.

Commencement Ceremonies

- UTA holds commencement ceremonies twice per year (spring and fall). These ceremonies are handled by the Dean's Office of each UTA college. Students who graduate in a summer term generally are allowed to participate in the following fall ceremony.

It should be noted that the ceremonies regularly occur before final grades are posted for the term. As such, there are no diplomas distributed at the ceremonies.

Sample Forms

THE UNIVERSITY OF TEXAS AT ARLINGTON DIAGNOSTIC EVALUATION REPORT

This report must be filed in the Office of Records and Registration by the student's advisor during the student's first year of doctoral program work and no later than the completion of the first 18 hours of course work beyond appropriate master's level coursework or the equivalent.

Name of Student: _____
(Last Name) (First) Date of Evaluation

UT Arlington ID: _____ Program: _____

The evaluation was Oral Written Oral and Written

The above-named student has completed the Diagnostic Evaluation and the following recommendation is made:

Approval to continue in the doctoral program. _____

Approval to continue with specified remedial work: _____

(Please notify the Graduate School in writing when the remedial work is complete)

Failure but permission for reevaluation after a specified period: _____

(Specify period of time and any other conditions)

Failure and dismissal from the program

Committee Remarks: _____

Name (typed)	Signature	Date
Committee Chair	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Graduate Advisor	_____	_____

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

THE UNIVERSITY OF TEXAS AT ARLINGTON

COMPREHENSIVE EXAMINATION REPORT

Under the direction of the supervising committee, _____

1000 _____ (Last Name) _____ (First Name) _____ (M.I.)

_____, candidate for the Doctor of Philosophy degree in
(UT-Arlington ID Number)

_____ completed the comprehensive examination on
(Program)

_____ with the following results.
Date (mm/dd/yy)

Passed, approval and recommendation to begin dissertation research and preparation under supervision of:

(Specify Dissertation Supervisor i.e., Chairman of the Dissertation Committee)

Passed, approval to remain in the program upon meeting specified additional requirements: _____

Failed, with permission to retake the examination after certain period as specified by the examining committee:

Failed, recommendation not to continue in the program.

Form of Examination:

Written only; date(s) taken: _____

Oral only; date(s) taken: _____

Written and oral; date(s) of written portion: _____

date(s) of oral portion: _____

Name (typed)	Signature	Date(mm/dd/yy)
Committee Chair		
Committee Member		
Committee Member		
Committee Member		
Committee Member		
Graduate Advisor		

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The Graduate School
THE UNIVERSITY OF TEXAS AT ARLINGTON
DISSERTATION DEFENSE REPORT

This report must be received by the Graduate School no later than three weeks before the date on which the degree is to be conferred. Students and advisors should consult the current Graduate Catalog for deadline dates applicable to the administration and report of the dissertation defense.

Name of Candidate _____ Date _____
Last First mm/dd/yy

UT-Arlington ID: _____

Program: _____

Title of Dissertation _____

We, the undersigned, as the Dissertation Committee supervising the work toward the Doctor of Philosophy degree as undertaken by the above named student, report that we have examined the student on the dissertation.

The student has:

- Passed unconditionally, based on the following criteria:
 - completed the work assigned by the Committee;
 - passed all examinations required by the program, including the final defense;
 - completed a dissertation which gives evidence of ability to do independent investigation in the major field, and itself constitutes a contribution of knowledge;
 - dissertation meets the approval of the Committee
 - we recommend that the student be granted the degree of Doctor of Philosophy.
- Passed conditionally, with the specified remedial work: _____
- Failed, with permission to be re-examined after specified period: _____
- Failed, dismissal from the program.

Name (typed)	Signature	Date (mm/dd/yy)
_____	_____	_____
Dissertation Supervisor (i.e., Dissertation Committee Chairman)		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		
_____	_____	_____
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