

GRADUATION CHECKLIST

EE/CE/TE PhD

All PhD Students:

1. Enroll in a graduate level course at UTD.
2. [Request graduation audit](#).
3. Make certain to complete all incomplete grades. Contact the course instructor regarding change of grade. Check the Registrar's Office to be certain any necessary grade change forms have been received.
4. Make certain that you submit a [Repeated Course Adjustment form](#) for each course repeated, to the Registrar's Office.
5. Pay all necessary fees in the Records or Bursar's Office.
6. Check with a [Graduate Advisor](#) for any holds that may be on your student account.
7. Once made eligible to graduate, [apply for graduation](#) by [specified deadline](#).
8. [Withdraw graduation application](#), if applicable

Dissertation Requirements Completion:

1. Check the Office of Graduate Education for the [deadline dates](#) for the semester in which you plan to graduate; including [both formatting and documents submissions guidelines](#).
2. When your supervising professor declares you are ready to defend your dissertation, distribute dissertation copies to all [committee members](#). Most departments require at least two weeks to review it.
3. When all committee members agree that you are ready to defend, schedule your dissertation final oral presentation. Contact your PhD Advisor's administrative assistant for venue reservation.
4. Have all committee members sign the [Request for Final Oral Examination form](#).
5. Complete the **UTD Copyright Tutorial for Graduate Students** through [eLearning](#)
6. Upload a completed request for final oral examination form, a PDF of your dissertation, and your UTD Copyright Training Certificate of Completion, **A MINIMUM OF TWO WEEKS BEFORE THE SCHEDULED FINAL ORAL EXAM DATE** on the [dissertation submission webpage](#). The Office of Graduate Education will: (a) Secure an outside chairperson. Notice of your defense will be emailed to all faculty and posted outside the Graduate Dean's Office; (b) The Graduate Reader will review your dissertation and email you when required revisions are available online.
7. Upload your dissertation to [Turnitin.com](#) for a citation check.
8. Successfully complete your dissertation final oral examination
9. Upload the final version of your dissertation with **unsigned** signature page for a final format check, including other mandatory forms to the [Dissertation Submission website](#), at least, three working days before the final approval deadline.
10. If graduating *Priority Deadline*: complete your dissertation requirements within the [Priority Graduation deadlines](#); [request graduation audit](#) for the following semester; once made eligible to graduate, [apply for graduation](#) by [specified deadline](#); pay \$100 fee when billed after [Census day](#).

Doctoral Candidates - Abstract maximum = 350 words