

# Graduation Checklist for Master's Thesis Option and PhD Students

*This list is for student use only and is not to be submitted to any UT Arlington office or department.  
Good luck in your final semester!*

- ✓ Check the Office of the Registrar's online calendar for important deadlines for the semester in which you plan to graduate.
- ✓ Meet with your advisor to ensure that you will meet all department and university requirements for graduation this semester.
- ✓ Apply for graduation via MyMav by the posted deadline for the term in which you plan to earn your degree and pay the appropriate fee.
- ✓ Defend your thesis or dissertation by the specified deadline on the online calendar.
- ✓ Receive an unconditional pass for your defense.
- ✓ Check with your department about submitting your Final Master's Exam Report or Dissertation Defense Report to the Office of of the Registrar. Some departments submit them for their students. Some departments have the student deliver the form.
- ✓ Submit an electronic copy of your finalized thesis or dissertation to the ETD Coordinator in the Central Library by the deadline specified in the online calendar. Find the link to the submission site at <https://libraries.uta.edu/services/thesis-dissertation>.
- ✓ Make any changes needed to your thesis/dissertation as directed by the ETD Coordinator until you receive an email stating your document was accepted.
- ✓ Complete all coursework and exam requirements.
- ✓ Earn a 3.0 or better as your overall UTA graduate GPA and a 3.0 or better as your major GPA.

Students who complete degree requirements are sent an email from the Office of the Registrar to their MyMav email account noting completion of the degree, and are later sent their diploma. Students who do not complete requirements receive a letter from the Office of the Registrar notifying them to reapply for graduation.