

# 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 Records and Registration 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 Records and Registration. 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 [library.uta.edu/etd](http://library.uta.edu/etd).
- ✓ Make any changes needed to your thesis/dissertation as directed by the ETD Coordinator until you receive an email stating your document was accepted.
- ✓ After your thesis or dissertation is accepted, submit the Intellectual Property Statement (IPS) to the UTA Central Library - Office B-10 or via email to [thesisbind@uta.edu](mailto:thesisbind@uta.edu). PhD students must also submit the certificate of completion obtained after completing the online Survey of Earned Doctorates (SED). The IPS and SED links can be found at [library.uta.edu/etd](http://library.uta.edu/etd).
- ✓ 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 Admissions, Records, and Registration 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 Records and Registration notifying them to reapply for graduation.