

# Instructions for Diagnostic Evaluation Report (DER)

Doctoral Students Only

Doctoral students completing approximately 18 credit hours of doctoral program work must demonstrate potential to successfully complete their doctoral degree by passing a Diagnostic Examination designed by their program. The results must be submitted on this form upon completion of the examination regardless of outcome. The student must be enrolled in the graduate program in the term in which he/she completes the diagnostic evaluation.

- Complete the Diagnostic Evaluation Report in its entirety
- The Committee Chairperson/Supervisor will record the result of the Diagnostic Evaluation Report and the Committee's recommendations
- Acquire (typically done by Chairperson/Supervisor) **REQUIRED** signatures from
  - Chairperson/Supervisor
  - Committee Members
  - Graduate Advisor/Coordinator
  - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via [gradteam@uta.edu](mailto:gradteam@uta.edu)

The Office of the Registrar must receive this report after each administered examination, regardless of the outcome of the examination. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.

All doctoral students must be aware of requirements and deadlines associated with the dissertation, final defense, and submission of the final copy of the dissertation to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

**University of Texas at Arlington  
Office of the Registrar  
Graduation Team**

129 Davis Hall · Box 19088  
701 South Nedderman Dr  
Arlington, TX 76019-0088

Phone: 817-272-3372  
Fax: 817-272-3223  
Email: [gradteam@uta.edu](mailto:gradteam@uta.edu)

**Reminder:** Make sure you retain a copy for your records.

The University of Texas at Arlington  
**DIAGNOSTIC EVALUATION REPORT (DER)**

*This report must be submitted to the Office of the Registrar, via email to [gradteam@uta.edu](mailto:gradteam@uta.edu), after the examination is administered regardless of the outcome of the defense and during the student's first year of doctoral program work; no later than the completion of the first 18 hours of course work beyond appropriate master's level coursework or the equivalent. Students & advisors should consult the current Graduate Catalog for deadline dates applicable to the administration & report of the exam. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.*

Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
UTA ID: \_\_\_\_\_ Dept: \_\_\_\_\_ College/School: \_\_\_\_\_ Anticipated Grad Term: \_\_\_\_\_  
Degree Plan \_\_\_\_\_ Supervisor: \_\_\_\_\_

The above-named student completed the Diagnostic Evaluation with the following results

Passed Unconditionally, continuing in the doctoral degree plan named above

Failed with permission to retake with these stipulations

Failed, dismissed from the program

Name (typed)

Signature

Date (mm/dd/yyyy)

Student