

## **Graduation Checklist for Master's Thesis Option and Ph.D. Students**

***This list is for student use only and is not to be submitted to the Graduate Program Coordinator at any time.***

- Check the Graduate School calendar for important deadlines for the semester in which you plan to graduate.
- Meet with your advisor to ensure that you will have met all departmental and university requirements for graduation this semester.
- Enroll in a graduate level class at UTA in the semester in which you plan to graduate. Master's thesis students must be in 6 hours in the semester they defend. Doctoral students must be in 3 hours in the semester they defend.
- Submit an **Application for Graduation** to the Graduate School by deadline specified in the Graduate School calendar.
- Schedule your thesis or doctoral defense by completing and submitting a signed **Request to Schedule Final Master's Exam** or **Dissertation Defense** to the Graduate Program Coordinator.
- Defend your thesis or dissertation. You must receive an "unconditional pass" from your committee in order to graduate.
- Submit a copy of the **Final Master's Exam Report** or **Dissertation Defense Report** to the Graduate Program Coordinator.
- Submit a copy of your thesis or dissertation to the Graduate School for a **mechanical check** by the deadline specified in the graduate catalog. You may submit electronically via the UTA Electronic Thesis and Dissertation (ETD) website at <https://vireo.library.uta.edu/> Remember, you **CAN** submit your document for mechanical check **BEFORE** you defend.  
  
--You will receive an "accepted" email noting that no additional changes are required to be made to the document. No further submission of your document is required but you must still submit all the required forms to the Graduate School listed on the Electronic T&D Submission Checklist.
- Complete all coursework and exam requirements.
- Earn a 3.0 or better as your overall graduate GPA and 3.0 GPA in your major.