

# Graduate Student Handbook

Program in Earth and Environmental  
Sciences

UNIVERSITY of TEXAS at ARLINGTON

2018

Edited by: Andrew Hunt, PhD, Graduate Advisor



**Program in Earth and Environmental Sciences (EES)  
University of Texas at Arlington**

**Graduate Student Handbook**

**2018**

**Table of Contents**

Overview .....	<a href="#">3</a>
Nature of this Document .....	4
UTA Graduate Program Policies .....	5
Earth and Environmental Sciences Graduate Program Policies .....	28
Master's Program in Earth and Environmental Sciences .....	38
Doctoral Program in Earth and Environmental Sciences .....	56
Appendix I Graduate Course Offerings .....	79
Appendix II Worksheet .....	84
Appendix III Maverick Academic Progress Report (MAP) – Example .....	87
Appendix IV Milestones .....	91
Appendix V Request for non-coursework hours .....	96
Appendix VI Graduation Checklist .....	99
Appendix VII Exam Reporting .....	102
Appendix VIII Summer Dissertation Fellowship .....	113
Appendix IX Graduate Declare/Major Change Request .....	120
Appendix X Graduation Deadline Exception .....	122
Appendix XI Graduate Faculty Membership Application .....	125
Appendix XII Graduate Process Handling .....	127
Appendix XIII Registrants Responsibilities .....	131
Appendix XIV Exit Interview .....	138
Appendix XV Thesis / Dissertations Formats .....	142

## **OVERVIEW OF THE GRADUATE PROGRAM**

The program in Environmental and Earth Sciences is designed to provide a graduate student an integrated, multidisciplinary education, nurtured through a carefully tailored degree program requiring a breadth of understanding and mastery of a spectrum of scientific and engineering principles. Among the goals is to provide students who have earned science or engineering undergraduate degrees a common ground for interdisciplinary communication, and understanding of the earth and environment, and competence in a discipline that will allow him or her to evaluate and solve complex geoscience or environmental problems.

The program offers the Master of Science degree in Environmental and Earth Sciences (both thesis and non-thesis options) and the Doctor of Philosophy degree.

The Master of Science program is designed to prepare students to pursue careers in industry, government and teaching, or for further graduate education leading to a doctorate. A student may follow one of eight tracks in the MS program:

1. Environmental Science Option
  - 1.1. With Thesis
  - 1.2. Non-Thesis
2. Environmental Science Professional Option
3. Geoscience Option
  - 3.1. With Thesis
  - 3.2. Non-Thesis
4. Petroleum Geoscience Professional Option

The Doctoral Program provides additional training in science, engineering, and planning coursework aimed at producing a sophisticated, solution-oriented approach to environmental problems, while providing training in research and scholarship through the dissertation.

An interdisciplinary, problem-solving approach characterizes all courses of study in this program.

---

## **THE NATURE OF THIS DOCUMENT**

This document is a general publication only for planning assistance. It is not intended to, nor does it, contain all regulations related to students. The provisions of this document do not constitute a contract, express or implied, between an applicant, student, faculty member, the Program in Earth and Environmental and Sciences, the participating Departments and Colleges, the University of Texas at Arlington, or the University of Texas System. The University reserves the right to withdraw courses at any time, change fees, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Students are held individually responsible for complying with all requirements of the rules and regulations of the Program, the University, and the Board of Regents of the University of Texas System. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties he or she may incur.

Each graduate student must be familiar with the general regulations of the Graduate School and the specific regulations of the EES Department that pertain to graduate education. Information regarding these regulations can be found in the Graduate Catalog (<http://www.uta.edu/gradcatalog/toc.php>).

Some specific policy items follow

---

## **UTA GRADUATE PROGRAM POLICIES**

### **A. UTA GENERAL GRADUATE POLICIES**

1. UTA Office of Graduate Studies (<https://www.uta.edu/gradstudies/>) sets the general requirements and procedures for graduate study at the UTA.
2. The Office of Records and Registration certifies and awards graduate degrees. To allow time for certification and validation of procedures and requirements, the Office of Graduate Studies sets deadlines by which the required procedural matters must be completed.
3. Deadlines must be adhered to by the student in the process of completing a graduate program.
4. The Office of Graduate Studies announces deadline dates for each semester in the Office of Graduate Studies calendar. The responsibility for meeting established deadlines resides with the student.

### **B. GRADUATE STUDIES DEADLINES**

1. Graduate School deadlines are final at 5:00 p.m. on the date specified
2. All transactions relating to the subject of the deadline must be completed and documentation received in the Office of Graduate Studies by that time.
3. Transactions requiring the action or approval of the Graduate Advisor, committees, departmental chairperson, instructors, academic deans, or others prior to receipt by the Office of Graduate Studies should be initiated by the appropriate person (student, Graduate Advisor, or other) sufficiently in advance of the Office of Graduate Studies' deadline to allow the required actions to be completed, approvals to be obtained and documents to be filed in the Office of Graduate Studies before the deadline expires.
4. The Graduate Advisor initiates those actions that are routinely his responsibility and those actions that routinely arise and/or are required for all students, and attempts to inform both students and faculty by memo of Graduate School deadlines for each semester.
5. Each student should consult the current Graduate Catalog (inside front and back covers) and become familiar with upcoming deadlines in a semester.

### **C. GENERAL REQUIREMENTS FOR GRADUATE STUDIES ADMISSION**

Basic admission requirements must be met before a student can be accepted. In meeting these requirements, an applicant:

1. Must have a bachelor's degree from a regionally accredited U.S. college or university or its foreign equivalent, with a satisfactory grade-point average
2. Must have an acceptable and current score on the aptitude tests of the Graduate Record Examination or the Graduate Management Admission Test, as specified by the department or program to which application is being made
3. Demonstrate potential for graduate work in the chosen field through previous academic performance
4. Be approved for admission by the department in which a degree is sought. Certain programs require students to submit to and satisfactorily complete a background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. Applicants should examine departmental requirements with care.

Applicants must complete the online application for admission

(<http://grad.uta.edu/prospective/apply> ).

Since admission requirements vary and are program specific, go to

<http://www.uta.edu/admissions/graduate>

And, look up current admission requirements for EES in the current Graduate Catalog in the event the requirements in this handbook have changed

The admission policies of the academic departments of The University of Texas at Arlington comply with standards specified by the Texas Education Code, Section 51.842. Specifically, performance on a standardized test is not the sole criterion for consideration of an applicant for admission or the primary criterion to end consideration of the applicant for admissions. Relevant experience, commitment to the field of planned study, multilingual proficiency, and socioeconomic background (to the extent that it can be identified) may also enter into these decisions. This law does not apply to standardized tests used to measure the English language proficiency of non-native English speakers without a bachelor's or master's degree from a regionally accredited U.S. institution.

Application for admission must be made on official application forms. Students may complete the application online by accessing our Web site <http://www.uta.edu/admissions/graduate>.

Please note, an applicant may only submit one application, and be considered for admission to one program at a time.

A non-refundable application evaluation charge is required of all applicants. Payment must be received before processing can begin. There are no exceptions to this policy.

A non-refundable evaluation charge of \$40 is required of all U.S. citizens and U.S. Resident Alien applicants who have attempted all of their college or university work at institutions located in the United States. A \$90 evaluation charge is required of all U.S. citizens and U.S. Resident Alien applicants who have attempted some or all undergraduate or graduate coursework at an institution located outside of the United States.

All international students are required to pay a non-refundable \$90 application evaluation charge.

Application processing for admission to a graduate program requires receipt of official U.S. transcripts or foreign country transcripts or mark sheets and diplomas. Unattested, notarized or fax copies of U.S. transcripts, foreign country transcripts, mark sheets, diplomas, test scores and other academic records are not acceptable for processing purposes. Acceptable transcripts, mark sheets and diplomas from U.S. and international institutions are described below. Documents meeting the indicated criteria will be accepted by Graduate Admissions for admission purposes. Unacceptable documents will prevent or cause delays in admission processing.

**U.S. TRANSCRIPTS:** Official transcripts from U.S. institutions are those mailed directly to Graduate Admissions by the Registrar or responsible head of the institution at which the work was attempted or completed. An official original "issued to student" transcript on safety paper with the official university seal and signature of the university's Registrar may upon Graduate Admissions review, be acceptable. Submit one set of transcripts. Currently or previously enrolled UT Arlington students do not have to request UT Arlington transcripts be forwarded by the UT Arlington Registrar to Graduate Admissions.

**FOREIGN COUNTRY TRANSCRIPTS OR MARKSHEETS AND DIPLOMAS:** Official foreign country transcripts or mark sheets and diplomas are those bearing the original seal of the institution and the original signature of the Registrar or responsible head of the institution. Those not issued in English must be accompanied by an exact word for word original English translation bearing the original university or translation agency attestation. Submit one set of

transcripts or mark sheets and diplomas. They may be sent directly to Graduate Admissions by the institution or by the applicant.

**STUDENTS WITH DEGREES FROM U.S. INSTITUTIONS:** The **GPA REQUIREMENTS FOR** grade-point average for admission to graduate school at The University of Texas at Arlington is calculated according to Texas law and the policies and procedures of Graduate Admissions. For applicants completing work in U.S. institutions of higher learning, calculation of the grade-point average for admission purposes is based on the last two years of courses from the bachelor's degree transcript, on a 4.0 scale. In practice, this grade-point average is based on approximately the last 60 semester hours or the equivalent in quarter hours (90 quarter hours) shown on an applicant's bachelor's degree transcript.

In cases in which an applicant's transcript shows repeated courses, the grade-point calculation includes all grades earned in those courses.

For an applicant who applies before official receipt of the bachelor's degree, the last 60 semester hours grade-point calculation will include senior college and university work completed to date. The grade-point average will not be automatically recalculated upon receipt of the degree.

An applicant wishing to have undergraduate courses completed after their degree has been awarded included in the grade-point calculation may submit a written request to Graduate Admissions at the time the application for admission is submitted.

An additional grade-point average is calculated for an applicant awarded or completing a master's or doctoral degree at the time application to UTA is made. For master's level students, the grade-point calculation will include all graduate level courses taken subsequent to the bachelor's degree at the institution from which the degree has been or will be awarded. For doctoral level students, the grade-point calculation will include all graduate level courses taken subsequent to the bachelor's and master's degree at the institution from which the doctoral degree has been or will be awarded. The grade-point average will be calculated on the basis of information provided at the time application to UTA is made and will not be automatically recalculated upon completion of on-going work or award of a degree.

International applicants and others with degrees earned outside the United States should see the grade-point calculation information under Admission of International Students and Resident Aliens.



The following are not included in grade-point calculations for admission purposes:

1. courses completed at junior or community colleges
2. courses completed by examination or correspondence
3. incomplete grades or withdrawals
4. pluses and minuses
5. personal improvement courses such as activity courses in physical education
6. graduate courses or any courses completed in graduate student status (a graduate grade-point average will be calculated and reported separately)
7. courses in which the grade is a P, pass, credit, satisfactory or other such designation

**GPA REQUIREMENTS FOR STUDENTS WITH DEGREES FROM INTERNATIONAL INSTITUTIONS:** The calculation of the GPA for international applicants and U.S. resident aliens who have earned degrees from colleges or universities in the United States follows the policies and procedures for U.S. applicants. The diversity of mark sheets and transcripts from foreign universities requires flexibility in calculating approximate equivalents of U.S. GPAs. Generally, GPAs for applicants with foreign degrees are calculated using the final grade for courses taken in the last two years of the applicants' undergraduate program. For an applicant who applies pending receipt of the bachelor's degree, the GPA calculation will include final course grades for the last two years of undergraduate work available at the time the application is submitted for processing. All grades are converted to the U.S. 4-point scale. Pluses and minuses, graduate courses, and personal improvement courses such as physical education are not included in these calculations.

**STUDENT GPA ON ENTERING THE GRADUATE PROGRAM:** Upon embarking on graduate studies the student's GPA is set to zero and the student's GPA in graduate school is based exclusively on graduate courses taken while in the graduate program. In the graduate program, a letter grade of "D" is considered to be a failing grade.

**ADMISSION TO POSTGRADUATE/PROFESSIONAL PROGRAMS:** Applicants who have earned baccalaureate degrees under the "academic fresh start" statute, Section 51.931 of the Texas Education Code, and who apply for admission to a postgraduate or professional program will be evaluated on only the grade-point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

**STANDARDIZED TEST REQUIREMENTS:** Official test score reports for the Graduate Record Exam (GRE), Test of English as a Foreign Language (TOEFL), TOEFL IBT, and Test of

Spoken English (TSE) are issued by the Educational Testing Service (ETS) and sent by ETS directly to Graduate Admissions. Official test score reports for the Graduate Management Admission Test (GMAT) are issued by the Graduate Management Admission Council (GMAC) and sent by GMAC directly to Graduate Admissions. Current information about GRE, GMAT, TOEFL, TOEFL IBT and TSE test dates, locations and registration procedures is published by ETS at [www.ets.org](http://www.ets.org). For current information about the GMAT including test dates, locations, registration procedures, and time frames for test score validity, access [www.mba.com](http://www.mba.com). Official test scores for the International English Language Testing System (IELTS) are reported on an IELTS issued Test Report Form (TRF) and sent directly to Graduate Admissions from IELTS. Current information about IELTS test dates, locations and registration procedures is published by IELTS at [www.ielts.org](http://www.ielts.org).

**GRE MINIMUM SCORES:** The University of Texas at Arlington does not set minimum GRE requirements that apply to all students. Individual programs or departments determine GRE requirements for admission to their programs. Individual departments and programs may evaluate GRE scores as one of several criteria to determine admissibility. Test scores do not constitute the sole or primary basis for admission or for ending consideration of an applicant. Applicants should refer to individual departmental or program section for test requirements.

**TOEFL, TSE, TOEFL IBT AND IELTS SCORES MINIMUMS:** The University of Texas at Arlington sets test score minimums for tests that measure English proficiency such as the TOEFL, TOEFL IBT, TSE and IELTS; however, individual departments and programs may give preference to students who exceed these minimums. An applicant whose native language is not English must demonstrate a sufficient level of skill with the English language to assure success in graduate studies. Applicants are expected to submit a score of at least 550 on the paper-based TOEFL, a score of at least 213 on the computer-based TOEFL, a minimum score of 40 on the TSE, a minimum score of 6.5 on the IELTS, or a minimum TOEFL IBT total score of 79. Further, When the TOEFL IBT is taken, sectional scores of at least 22 on the writing section, 21 on the speaking section, 20 on the reading section, and 16 on the listening section are preferred. However, admission to any graduate program is limited and competitive. Meeting the minimum admission requirements does not guarantee acceptance and programs may give preference to students with higher scores. Information regarding program-specific preferences can be found in the each program's description of admission qualifications.

An applicant holding either a bachelor's or a master's degree from a regionally accredited U.S. college or university is not required to submit a TOEFL, TOEFL IBT, TSE or IELTS score for admission purposes. Any other waivers of the score requirements must be recommended by the applicant's Graduate Advisor and approved by the college or school dean.

**TOEFL IBT OR IELTS REQUIREMENTS FOR GRADUATE TEACHING ASSISTANTS:** Before being appointed to an assistantship at UT Arlington, a student whose native language is not English must demonstrate acceptable skill with spoken English. An applicant who is a non-native speaker of English must submit a TOEFL IBT score of at least 23, or a score of at least 7 on the Speaking section of the IELTS, or take and pass the UTA Developmental English course to meet this requirement. Only official scores provided directly to UT Arlington by ETS or IELTS are acceptable. The English proficiency requirement will be waived for non-native speakers of English who possess a bachelor's degree, or higher, from an accredited U.S. institution.

**APPLICATION DEADLINE UNITED STATES CITIZEN APPLICANTS:** A U.S. citizen student may complete the application online. Since admission requirements vary and are program specific, go to our Web site at <http://www.uta.edu/admissions/graduate> for admission criteria specific to each individual department and program. The application and following required credentials should be submitted preferably 90 days prior to the date of expected enrollment:

One set of official transcripts of all undergraduate and graduate college work must be submitted; currently or previously enrolled UTA students do not have to request UTA transcripts be forwarded by the UTA Office of Records and Registration to Graduate Admissions;

1. official GRE or GMAT test score as required by the intended program;
2. official TOEFL or IELTS test score, if applicable;
3. letters of recommendation as required by the intended program
4. essay or statement of general academic plans as required by the intended program
5. A nonrefundable application evaluation charge of \$40, if no foreign college or university work or \$90, if foreign college or university work.

**APPLICATION DEADLINE FOR INTERNATIONAL AND U.S. RESIDENT ALIEN APPLICANTS:** An International or U.S. Resident Alien applicant may complete the application online. As admission requirements vary and are program specific, use this link <http://www.uta.edu/admissions/graduate> and look up current admission requirements in the current Graduate Catalog for the program or department to which admission is sought. The application and following required credentials should be submitted preferably 120 days prior to the date of expected enrollment:

1. All international students must submit a nonrefundable application evaluation charge of \$90. U.S. Resident Alien applicants WITH foreign college or university work must submit a non-refundable application evaluation charge of \$90. U.S. Resident Alien applicant

WITHOUT foreign college or university work must submit a non-refundable application charge of \$40

2. One set of official mark sheets, diplomas or transcripts of all undergraduate and graduate coursework
3. Official GRE or GMAT test score as required by the intended program
4. Official TOEFL or IELTS test score, if applicable
5. Three letters of recommendation
6. General academic plans
7. Financial and/or immigration documentation as specified in the application instructions.

**CHANGES TO A SUBMITTED APPLICATION STARTING SEMESTER, DEGREE PROGRAM, OR DEGREE LEVEL:** Current applicants wishing to change the semester in which they plan to start study at UT Arlington, programs in which they wish to be considered for admission, or degree levels (e.g., master's or doctoral) for which they initially applied, may request that their application be reprocessed for possible admission by completing the form "Reactivate an Admissions Application". This form is completed online at our Web site <http://www.uta.edu/admissions/graduate>. Applicants may submit only one "Reactivate an Admissions Application" at a time. The initial admission decision does not automatically apply when an applicant requests these types of changes to their application. When a request is received, the appropriate non-refundable U.S. Citizen, Resident Alien or International Student application evaluation charge must be paid in order to begin processing the request. Once the fee is paid the application is thoroughly re-evaluated to ensure it is complete and current, and a new admission decision will be made. This rule does not apply to an applicant who was admitted but did not enroll because of deployment as a member of the armed forces of the United States serving on active duty in a combative operation outside the United States. For an applicant requesting a change in their semester start date because of deployment in a combative operation outside the United States the initial program admit decision and standardized test scores submitted for admission to the initial program automatically apply to the change in semester start date and the application evaluation charge for the change is semester start date is waived (TEC Sec. 51.844).

**RETENTION OF APPLICATION MATERIALS:** Application materials become property of The University of Texas at Arlington and cannot be returned.

**NOTIFICATION OF APPLICANTS REGARDING ADMISSION DECISIONS:** Whereas admission related information received from the graduate program to which an individual has applied may be important and useful, such information does not constitute official notice of admission into a graduate program at The University of Texas at Arlington.

Official notification of the admission decision is issued by the Graduate Admissions Office and is sent by Graduate Admissions directly to the applicant. It is very important that applicants read this notice carefully because it describes any conditions or restrictions placed on admission that must be addressed. Many of these conditions must be satisfied before the end of the first semester of enrollment. If they are not, a student may be barred from enrolling in subsequent semesters. Thus, applicants should read the notice and keep it for future reference. Admission conditions described in official notification letters are described in the following section.

**TYPES OF ADMISSION DECISION:** After an applicant's credentials have been evaluated by the Graduate Advisor in the applicant's major area the applicant will be notified by letter and email sent by the Graduate Admissions Office of: 1) acceptance and admission under one of the categories of admission listed below (EES specific requirements); or 2) denial of application; or 3) deferral of application for reasons listed in the letter. If accepted, the acceptance notification will state conditions for admission, if any, and period of validity of the acceptance. Applicants who have not received an admission notification one week prior to the beginning of classes for the semester for which admission is sought should contact the Graduate Admissions Office for information concerning the status of their application.

**FACILITATED ADMISSION** an applicant, upon the recommendation of the Graduate Advisor, as an outstanding graduate of The University of Texas at Arlington may be admitted to a master's degree program or B.S. to Ph.D. track by facilitated admission. To qualify, the student must meet the following minimum requirements:

1. The student must have graduated from a commensurate bachelor's degree program at UT Arlington no more than one academic year prior to the semester for which admission to a graduate program is sought. A commensurate bachelor's degree program is one that is a normal feeder program for the master's degree program to which the student seeks admission. Undergraduate students in their final year of study are also eligible; in such cases, facilitated admission is conditional upon successful completion of the bachelor's degree.
2. The student's grade-point average must equal or exceed 3.5 in each of two calculations:
  - 2.1. The grade-point average in the last 60 hours of study as calculated in Graduate Admissions for admission purposes
  - 2.2. All work completed at UT Arlington to date.

Students who qualify for facilitated admission will be admitted directly to graduate school without completing the application for admission, submitting an application evaluation charge or taking the GRE. Students who believe they may qualify for this program should contact the

appropriate Graduate Advisor. Some programs may require a higher grade-point average to qualify. Not all graduate programs participate in Facilitated Admission of Outstanding Undergraduates.

**FAST TRACK TO MASTER'S DEGREE:** The Fast Track program is designed to encourage gifted UT Arlington undergraduate students to complete a master's degree at UT Arlington, by enabling them to complete their undergraduate studies without delay and reducing the time and the number of additional courses needed to complete a master's degree. It is available in some graduate programs to outstanding UT Arlington undergraduate students and admission to these programs is highly selective. Participating undergraduate students use a set of courses specified by their graduate program to satisfy both undergraduate bachelor degree and graduate master's degree requirements. Students must formally apply to and be accepted as a Fast Track student by a participating graduate program to receive the full benefits of the program. Admitted students going on to complete all program requirements successfully will be automatically admissible to the associated master's program when they receive their bachelor's degree. They will not have to submit the formal application for admission to Graduate Admissions, pay an application evaluation fee, or take the GRE. Students who do not complete the Fast Track program may apply for admission per regular means but must take all required tests and pay all required fees. Admission in such cases is not automatic and will be based on the published admission requirements of the program applied to all regular applicants. Not all programs offer a Fast Track option. Interested students should consult with their intended program's graduate advisor prior to their senior year for detailed information regarding requirements and application procedures.

**NON-DEGREE SEEKING (SPECIAL) APPLICANTS:** A person holding a bachelor's degree from a regionally accredited U.S. institution or its foreign equivalent wishing to take graduate courses at The University of Texas at Arlington but not planning to pursue a graduate degree may be apply for admission as a special non-degree seeking student or graduate certificate student. In most cases, admission as a special non-degree seeking student is granted only for the purpose of participating in special graduate course offerings, or for taking courses to be transferred to another institution. A student who has been denied admission to or been dismissed from graduate studies may not be permitted to enroll as a special non-degree seeking or graduate certificate student.

Before submitting an application for admission, an applicant for special non-degree seeking student or graduate certificate should consult with the Graduate Advisor in the department or program in which the graduate course or graduate certificate is offered. Applicants may complete our application online. In addition to the application form applicants

must submit an official transcript of previous college work showing evidence of an undergraduate degree and, if applicable, a graduate degree. Special non-degree seeking student admission status is granted for the semester for which the application is submitted. Further enrollment as a special non-degree seeking student must be approved on a semester-by-semester basis. Graduate certificate enrollment is limited to the courses and length of time required to complete the graduate certificate program. Special non-degree students and graduate certificates may not hold graduate assistantships or enroll in research, thesis, internship or dissertation courses.

Up to 12 graduate level (5000 and above) semester credit hours earned as a special non-degree seeking student may be applied to a graduate degree program, subject to the policies on grades and graduate credit described in the General Information and Regulations section of this catalog. Review and approval of the appropriate Committee on Graduate Studies and the approval of Graduate Admissions are required. All grades in courses taken as a special non-degree seeking student and graduate certificate status will be considered in computing a student's graduate grade-point average.

A former or currently enrolled special student or graduate certificate student wishing to apply for admission to a graduate degree program must submit a graduate admissions application online, all supporting documents listed in the Admission section of this catalog, and the appropriate non-refundable application evaluation charge. Admission as a special student or graduate certificate student in no way guarantees subsequent admission into a graduate program in graduate school.

**NOTE:** Immigration regulations do not generally permit international students to study as special non-degree seeking or certificate students. If you are an international student, please contact Graduate Admissions before submitting an application so that eligibility to apply as a special non-degree seeking or graduate certificate student can be determined.

**READMISSION:** A student previously enrolled in graduate school at The University of Texas at Arlington, wishing to resume graduate work after an absence of a fall or spring term or longer (summer excluded) must submit an "Application for Readmission" form online and pay the required non-refundable application evaluation charge. This rule does not apply to a student who withdraws with an Approved Leave of Absence or to a student who withdraws from the university because of deployment as a member of the armed forces of the United States serving on active duty in a combative operation outside the United States. A student returning from an Approved Leave of Absence as scheduled will be automatically readmitted and will not be required to submit an application or pay an application fee. For a student

withdrawing due to deployment in a combative operation outside the United States readmission will be granted upon request, the readmission fee waived, previously submitted standardized test scores will remain acceptable and credit toward for any work previously completed applied. (TEC Sec. 51.844). In addition, the student may be eligible for the same financial assistance provided before the student's withdrawal (TEC, Section 51.9242).

The "Application for Readmission" is completed online at our Web site <http://www.uta.edu/admissions/graduate>. Students may submit only one "Application for Readmission" at a time. A \$30.00 application charge is required of all U.S. Citizen and U.S. Resident Alien applicants who have attempted or completed all of their college or university work at institutions located in the United States. A \$60 evaluation charge is required of all U.S. Citizen and U.S. Resident Alien applicants who have attempted or completed some or all of their coursework at an institution located outside of the United States. A \$60 evaluation charge is required of all International students. Payment must be received before processing can begin. An application evaluation charge is required with each readmission application form submitted. International students and U.S. Resident Alien students should submit this form and pay the required non-refundable evaluation charge 120 days prior to their expected semester of enrollment, and U.S. Citizen Students 90 days prior to their expected date of enrollment.

A former student wishing to apply for a dual degree program must complete the "Application for Readmission" form online.

An applicant for readmission should consult with the Graduate Advisor of the program, or the Graduate Advisors of the dual degree programs, before submitting the readmission form and fee to Graduate Admissions. This is particularly important when requesting readmission to a new program or requesting readmission to a dual degree program.

An applicant for readmission who has enrolled at other institutions during their absence from UT Arlington (including those in UT Arlington concurrent enrollment) must submit official transcripts showing such coursework to Graduate Admissions.

**WITHDRAWAL (RESIGNATION) FROM THE UNIVERSITY:** A student who wishes to withdraw (resign) voluntarily from the University may do so by withdrawing from all graduate and un-dergraduate classes prior until the point of time corresponding to two-thirds of the duration of the semester or term. The exact date of the deadline is provided in the Academic Calendar available at <http://www.uta.edu/uta/acadcal>. After this deadline has passed, a graduate student or undergraduate student enrolled in a graduate course is not permitted to withdraw or to selectively drop courses. In exceptional cases, however, a graduate student may



request to withdraw after the deadline by obtaining a Petition to Withdraw form and submitting it to the Dean of Graduate Studies. (Students should use the special Petition to Withdraw for this purpose and not the Petition form used for other types of requests.) If the petition is not approved, the student remains responsible for all coursework requirements. Therefore, students should not discontinue class attendance or course assignments unless they have been notified in writing that the Dean of Graduate Studies has approved the petition to withdraw. A Petition to Withdraw is available online at the Graduate School web site or in the Graduate School office.

**CHANGE OF GRADUATE MAJOR, PROGRAM OR DEGREE LEVEL FOR CURRENT STUDENTS:** Students wishing to change graduate major, program or degree level (master's or doctoral classification) from the one in which they are enrolled currently or in which they were enrolled during the most recent semester at UT Arlington, must initiate the change by completing the "Change of Program or Degree Level" form online (or see Appendix IX). Students may submit only one "Change of Program or Degree Level" form at a time. Additional forms will not be processed until a final decision on any prior request has been made. Students intending to change majors should consult the Graduate Advisor of the new program regarding program admission and degree requirements before completing this form. Similarly, students wishing to change degree level should submit the request after discussing the matter with the appropriate Graduate Advisor.

Students wishing to change from one program to a dual degree program must complete the "Change of Program or Degree Level" form online.

The "Change of Program or Degree Level" form is completed online at our Web site <http://www.uta.edu/admissions/graduate>.

#### **D. GENERAL REQUIREMENT FOR PROGRAM COMPLETION**

Each graduate student must complete degree requirements in accordance with the catalog in effect at the time the student entered the graduate program in which the degree will be awarded or, at the student's option, the catalog of any subsequent year in which the student was in residence.

Please note that changes in University regulations and policies become effective for all enrolled students in the year for which the catalog is in effect, regardless of the year of initial enrollment. Thus, students may choose to satisfy degree requirements specified in an earlier

catalog, but all must observe University regulations and follow graduation procedures prescribed in the catalog in effect force in the intended semester of graduation.

**ENROLLMENT REQUIREMENTS ALL STUDENTS:** must be enrolled in their graduate program in any term in which they are completing graduate degree requirements including taking the final master's exam, conducting research, or defending a thesis or dissertation. Enrollment in courses outside the major and minor fields will not satisfy enrollment requirements. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining degree requirements.

**ENROLLMENT REQUIREMENTS FUNDED STUDENTS:** are normally expected to be enrolled as full time students while holding an assistantship or associateship. Master's students who must enroll in a six-hour thesis course or doctoral students who must enroll in a six or nine-hour dissertation course or three-hour dissertation completion course because they have not received a passing grade in one of these courses must enroll in one of these courses and receive a grade of P in their final semester. However, master's students who need fewer hours to complete their degrees may petition for a waiver of full time enrollment as described in the Assistantship/Associateship Policy section of this catalog.

**IN ABSENTIA REGISTRATION:** In Absentia registration is allowed when degree candidates have completed all requirements for graduation by the last date to qualify for In Absentia registration (see the Graduate School Calendar) and who would otherwise need to register in the following semester for the sole purpose of having a degree conferred. A student may only request In Absentia registration in the regular or summer semester immediately following the semester in which he or she was enrolled and completed all graduation and degree requirements. Students registered In Absentia may not enroll for courses. No refund is made for cancellation of In Absentia registration. In Absentia registration requires permission of the Graduate Advisor and the Dean of Graduate Studies. Students may obtain the Request to Register in Absentia Form on the Graduate School website. In addition to paying the cost of In Absentia registration, candidates must file an application for graduation and pay the appropriate graduation fees for the semester of graduation.

**CREDITS TOWARDS DEGREES:** Only courses completed with a grade of A, B, C, or P can satisfy graduate degree or certificate requirements. However, courses in which grades of D or F are earned will affect a student's grade-point average. A student must have a B (3.0) grade-point average in courses included in their degree plan and a B (3.0) average in all work undertaken as a graduate student to have credits applied toward a graduate degree or certificate.

**CREDIT FOR REPEATED COURSES:** A student may repeat a course only if that course is specifically designated in this catalog as one that can be repeated for credit. A student who fails to receive credit (earns a grade of D or F (both failing grades)) may repeat the course in order to obtain credit, in which case the grades for both attempts will count in computing the student's overall grade-point average. No student will be allowed to repeat a course in order to change a passing grade of C or higher.

**COURSE CREDIT APPLIED TO MORE THAN ONE DEGREE:** No course that has been applied to any degree, at any graduate or undergraduate institution, may be applied to any other degree, either directly or by substitution except in approved dual degree or approved fast track programs. The amount of shared credit between degrees in dual degree programs is limited and varies with the total number of hours needed to complete both degrees. Similarly, the amount of credit that can be shared in fast track programs is also limited. Details may be found in descriptions provided by participating programs elsewhere in this catalog.

**CREDIT FOR ADVANCED UNDERGRADUATE COURSEWORK:** Up to nine hours of advanced undergraduate credit from UT Arlington or another institution may be applied to a master's degree program if the hours have not been used to earn a previous degree and have the approval of the appropriate Graduate Studies Committee and the Academic Dean. Approved fast track programs may allow dual credit.

**EARNING GRADUATE COURSE CREDIT AS A UT ARLINGTON UNDERGRADUATE STUDENT:** Courses taken in undergraduate status may not be applied directly to a doctoral program.

Some departments do not permit students to enroll in graduate courses unless they have been admitted to a graduate program. Others allow students enrolled as undergraduates to take a limited amount of graduate coursework under the conditions described below.

All undergraduate students should consult with the appropriate graduate advisor before attempting to register for graduate courses.

**ADVANCED UT ARLINGTON UNDERGRADUATES (CURRENT SENIORS):** An undergraduate student at the University of Texas at Arlington may not use graduate courses (numbered 5000 and above) to fulfill undergraduate degree requirements except as part of an approved fast track program. However, an undergraduate needing no more than 12 hours in one term (six semester hours in one summer session) to complete all the requirements for a bachelor's

degree may register for graduate courses and apply them toward a master's degree at UT Arlington under the following conditions:

1. In no case may a student previously dismissed from or denied admission to a graduate program enroll in graduate courses or reserve courses for graduate credit.
2. All work for undergraduate credit must be completed during that term in which the student initially enrolls in graduate courses.
3. Total registration for all work may not exceed 15 semester hours in a term (or 12 semester hours in the summer sessions).
4. The student must submit to the graduate advisor a "Reservation of Courses for Graduate Credit by Undergraduate Students" form (available from graduate advisors). The reservation must be approved by the graduate advisor and the Academic Dean. The Office of Admissions, Records and Registration must certify that the reserved credit will not be applied to the student's undergraduate degree requirements.
5. The student must have at least a 3.0 undergraduate GPA to be eligible to enroll in a graduate course and to reserve it for graduate degree credit.
6. Courses taken at UT Arlington and reserved for graduate credit may be applied to a master's degree program only if a grade of A, B, C, or P was earned.
7. Credit is officially accepted for application to a graduate program when a student is unconditionally admitted to UT Arlington.
8. A maximum of 12 semester hours of graduate level courses may be reserved.

#### Students Holding Bachelor or Higher Degrees Enrolled as Degreed Undergraduates

Students who have completed their undergraduate studies and have been awarded their bachelor's degree may enroll as degreed undergraduates in graduate-level course work and receive graduate credit at UT Arlington under the following conditions:

1. Courses taken at UT Arlington and reserved for graduate credit may be applied to a master's degree program only if a grade of A, B, C, or P was earned.
2. No more than 12 semester hours of credit earned while a degreed undergraduate may be applied for credit toward a master's degree. Students must file a request, approved by the graduate advisor, the Committee on Graduate Studies, and the Academic Dean to apply such credits toward a graduate degree.
3. All courses that are applied to a master's degree must have been completed no more than five years before enrollment in a graduate program at UT Arlington. If the student has completed more than 12 semester hours of graduate courses in undergraduate status, only graduate courses completed within five years of enrollment in a graduate

program at UT Arlington will become part of the graduate record and considered in computing the student's grade-point average.

4. A student may elect to apply all graduate courses completed in the last five years toward their degree or to apply none of this work. Selective application of courses is not permitted. If any courses are applied for credit toward a master's degree, all courses completed within the last five years will become part of the graduate record.

#### Credit for courses taken as a non-degree seeking graduate student

Up to 12 graduate level (5000 and above) semester credit hours earned as a special non-degree seeking student may be applied to a graduate degree program, subject to graduate grading practices. Review and approval of the appropriate Committee on Graduate Studies and the approval of Graduate Admissions are required. All grades in courses taken as a special non-degree seeking student and graduate certificate status will be considered in computing a student's graduate grade-point average.

**GRADUATE CREDIT FOR EXTENSION CLASSES:** Work done in extension classes may be applied toward an advanced degree under the same conditions that apply to transfer work, except that credit for extension work is limited to six credit hours.

#### **COURSES THAT DO NOT PROVIDE GRADUATE CREDIT:**

1. Personal Improvement Courses: Personal improvement individual or group music or art lessons and exercise and sports activities courses cannot be used for the following:
  1. to satisfy graduate degree requirements
  2. meet enrollment requirements
  3. in computation of graduate grade-point averages or determination of academic probation or academic good standing
  4. In calculation of grade-point averages for the purpose of admission to a Graduate Program or for certification for graduation from a Graduate Program.
2. Audited Classes: University credit is not granted for audited classes and audited classes will not satisfy enrollment requirements.
3. Correspondence Courses: Correspondence courses are not accepted for graduate credit.
4. Credit by Examination: Credit by examination may not be used for graduate credit and no such credit, graduate or undergraduate may appear on graduate student transcripts.

**TRANSFER CREDIT APPLIED TO MASTER'S DEGREES:** Equivalent coursework completed at other institutions of recognized standing may be transferred to a master's degree program after evaluation and approval. Transferred courses do not appear on the UT Arlington Official Transcript and grades earned in transferred courses are not included in calculating a student's UT Arlington graduate grade-point average.

No more than nine hours of transfer credit will be granted except in the professional master's programs that require more than 36 hours of coursework. In such programs, the number of transfer hours is limited to 25 percent of the total program hours. This rule does not invalidate agreements that are stated elsewhere in this catalog. Transfer credit will be accepted only for organized courses in which the student received a letter grade of B or higher and an official transcript showing the course(s) and grade(s) is required.

Courses from other universities taken after a student has been admitted into a master's program at UT Arlington must be approved in advance by the appropriate graduate advisor and Committee on Graduate Studies. All work submitted for transfer credit must have been completed no more than six years before completion of a graduate program at UT Arlington. A list of approved credit must be sent to the Office of Admissions, Records, and Registration to be posted to the student's university record.

**TRANSFER CREDIT APPLIED TO DOCTORAL DEGREES:** Credits CANNOT be transferred to meet a doctoral student's degree requirements. Graduate course credits that have not been applied to a graduate degree can be used to establish a student's competency in graduate work.

**WAIVING COURSES REQUIRED FOR DOCTORAL DEGREES:** Graduate-level coursework completed in the student's major area of doctoral study at institutions of recognized standing that grant doctoral degrees in those subject areas may serve to establish the student's competency in equivalent UT Arlington courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some UT Arlington course requirements and the credit hours associated with those courses.

Waivers must be recommended by the student's graduate advisor and current supervising professor and their recommendation must be approved by both the Committee on Graduate Studies of the student's major area. Only courses in which the student has earned a B (3.0) or better (or a P if the UTA course is also graded P/F) will be considered for purposes of a waiver. In no case will final semester Dissertation course (6x99 or 7399) requirements be

waived. An approved list of waived courses must be sent to the Office of Admissions, Records, and Registration to be posted to the student's university record.

## **E. RESPONSIBILITIES**

**ACADEMIC DISHONESTY:** All students are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework, plagiarism (offering the work of another as one's own) and unauthorized collaboration or file sharing with another person. Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation, suspension or expulsion from the University. Unauthorized distribution of copyrighted material may subject students to civil and criminal penalties. Information concerning the legal consequences of such violations may be found in Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code, Circular 92 (<http://www.copyright.gov/title17/92chap5.html#504>)

In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System (Rule 50101), institutional procedures regarding allegations of academic dishonesty are outlined in Part Two, Chapter 2, of the UT Arlington Handbook of Operating Procedures. This information may be obtained by accessing the Student affairs' Web site at [www.uta.edu/studentaffairs/](http://www.uta.edu/studentaffairs/) or the Student Judicial Affairs' Web site at [www.uta.edu/studentaffairs/judicialaffairs](http://www.uta.edu/studentaffairs/judicialaffairs). Copies of each regulation can be obtained in the Dean of Students' Office on the third floor of Davis Hall.

**CONDUCT AND DISCIPLINE:** The University of Texas at Arlington reserves the right to impose disciplinary penalties, including permanent expulsion, against a student for disciplinary reasons. Information about the rules of conduct and due process procedures is published in Rule 50101 of the Rules and Regulations of the Board of Regents of The University of Texas System. The Regents' Rules and Regulations may be accessed at <http://www.utsystem.edu/BOR/rules.htm>. This information is also published in the UT Arlington Handbook of Operating Procedures, available online at [www.uta.edu/policy](http://www.uta.edu/policy)

**GRIEVANCES:** It is the obligation of the student, in attempting to resolve any student grievance regarding grades, first to make a serious effort to resolve the matter with the instructor with whom the grievance originated. Individual instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows preferential treatment or procedural irregularities. If students wish to appeal, their requests must be submitted in writing on an Academic Grievance Form available in

departmental or program offices to the department chair or program director. Before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of graduate faculty. If the committee cannot reach a decision acceptable to the parties involved, the department chair or program director will issue a decision on the grievance. If students are dissatisfied with the chair or director's decision, they may appeal the case to the academic dean. If they are dissatisfied with the academic dean's decision, they may appeal it to the Dean of Graduate Studies. Students have one year from the day grades are posted to initiate a grievance concerning a grade.

In attempting to resolve graduate student grievances, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the department chair or office director, then to the Dean of Graduate Studies (except in personnel matters, in which cases the appeal is to the Provost unless questions regarding a graduate assistant or graduate associate are involved), Vice President for Business Affairs, or Vice President for Undergraduate Academic and Student Affairs, as determined by the nature of the grievance. If the matter remains unresolved at this level, the student may appeal to the Provost. The decision of the Provost is final.

Grievances alleging discrimination or sexual harassment committed by faculty, staff or students should be referred to the Office of Equal Opportunity and Affirmative Action for investigation. Their web site provides information on what constitutes discrimination or harassment and what steps students, faculty and staff may follow to address such situations and receive protection under University policy and State and Federal law.

**CAMPUS FACILITIES:** The property, buildings or facilities owned or controlled by The University of Texas at Arlington are not open for assembly, speech or other activities as are the public streets, sidewalks and parks. No person, organization, group, association or corporation may use property, buildings or facilities owned or controlled by UT Arlington for any purpose other than in the course of the regular programs or activities related to the University's role and mission unless authorized by and conducted in compliance with the Rules and Regulations of the Board of Regents of The University of Texas System, approved rules and regulations of UT Arlington, and applicable federal, state and local laws and regulations.

**EDUCATIONAL RECORDS POLICY:** Students may have access to their own educational records during regular office hours by contacting the person or the office that maintains these records. A student may appear in person or make a written request for a copy of the record to be mailed. Another person may not see a student's educational records unless the student gives written permission. One exception allows a parent or guardian who is providing one-half or more of the student's financial support to obtain the educational record. Faculty and staff



members of the University have access to student educational records in performance of regular duties. If an educational record contains information on more than one student, then a student desiring access may review only parts pertaining to that student.

Students may have official copies of their UT Arlington transcripts mailed to other institutions or may obtain copies for their own use. A student must sign a request form in the Registrar's Office or mail a signed, written request to release the transcript. Transcripts also may be requested through the UT Arlington Web page at [www.uta.edu/transcripts](http://www.uta.edu/transcripts). Requests will not be accepted by telephone or from persons other than the student without that student's written permission.

The Family Educational Rights and Privacy Act of 1974 provides that a university may release directory-type information about students. The information released may include the following items: the student's name, address, electronic mail address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the last educational institution attended. Each year UT Arlington publishes a student directory that contains the student's name, major field of study and telephone number. The law states that a student has the right to withhold this information from the public and other students. Directory-type information may be withheld by editing your profile in MyMav. Unless this form is completed before the Census Date of the fall semester, this data will be released as public information.

Students have the right to challenge the content of their educational records to ensure that their records are not inaccurate, misleading or in violation of other rights of students. This allows students an opportunity to correct inaccurate or misleading information and permits written explanation concerning the content of the records. Any evidence regarding an inaccurate or misleading record should be presented to the individual in charge of the office where the record is maintained.

A more detailed statement of the records policy is available in the Office of the Senior Vice President for Finance and Administration, Room 300, Davis Hall.

## **F. GRADUATION PROCEDURES**

**GRADUATION:** As the student prepares to graduate, the student should meet with the Advisor to confirm final coursework needed to graduate. Once the student and academic advisor have determined that the student will meet the requirements for graduation, then the

student will need to apply for graduation online. All academic requirements and financial obligations must be completed in order to confer the students degree and for the student to receive a diploma.

**CURRENT GRADUATION APPLICANTS:** For questions about the graduation application process, please check in with your program's graduation contact. If you experience difficulty accessing or submitting the Application for Graduation, contact your graduation counselor at [gradteam@uta.edu](mailto:gradteam@uta.edu).

**GRADUATION HELP DESK:** The Graduation Help Desk is here to help ensure every student's success. Contributing to our campus-wide culture of completion, our goal is to help our students overcome obstacles to timely graduation. If you run into any obstacles beyond the application on your journey to graduation, then reach out to the Graduation Help Desk at [graduationhelp@uta.edu](mailto:graduationhelp@uta.edu).

**COMMENCEMENT:** Students are typically allowed to participate in their commencement ceremony if they apply for graduation by the deadline and if they have completed all of the requirements for their degree program or will have completed all of those requirements by the end of the graduation term.

A student's academic school or college does have the right, however, to prohibit a student from attending his/her commencement ceremony based on school or college criteria used for determining who is and is not eligible to "walk" in their commencement ceremony each term. Please consult the office of your school or college if you have any questions about your graduation eligibility.

**APPLYING FOR GRADUATION:** Before you apply to graduate, you should verify with your academic advisor that you are eligible to graduate at the end of the graduation application term. The graduation application fee is not refundable or transferable to a future term if you apply and then are ineligible to graduate.

Once you and your academic advisor have determined that you will meet the requirements for graduation at the end of this term, then follow these steps to apply for graduation:

Log into My Mav, Go to your MyMav Student Center to apply to graduate (Main Menu -> Self Service -> Student Center)

1. Under Academics, click Apply for Graduation

2. Follow the instructions on the Submit an Application for Graduation page
3. Select the graduation term for which you are applying, and read all of the instructions
4. Click CONTINUE
5. Verify your graduation data; and read all instructions
6. Click SUBMIT APPLICATION

You will receive a notification that your application for graduation has been received via your UT Arlington email.

**APPLICATION FOR GRADUATION DEADLINE - ALL STUDENTS:** Applications will continue to be accepted online through the deadlines listed on the Graduate Studies website. A \$40 filing fee is billed each semester that you file and is non-refundable and non-transferable.

Depending on the commencement program publishing deadlines, late-applying students may not have their name included in the commencement program.

**GRADUATION CONTACTS:** Any questions not answered in this handbook should be directed to:

For EES Graduate Programs: Mistie Maskil [mistie.maskil@uta.edu](mailto:mistie.maskil@uta.edu) 817-272-6493

Assistant Registrar with overall responsibility for the Graduation Team:

Tammy Shoemaker [tammyshoemaker@uta.edu](mailto:tammyshoemaker@uta.edu) 817-272-0846

---

## **EARTH AND ENVIRONMENTAL SCIENCES GRADUATE PROGRAM POLICIES**

### **Admission into the EES Graduate Program**

The following are the minimum requirements for entrance into the graduate program in Earth and Environmental Sciences. However, satisfying or exceeding these requirements does not guarantee admission to the program. Admission to the program is determined solely by the Graduate Advisor and is based on an evaluation of all pertinent aspects of an applicant's record.

### **General Requirements**

1. **US Applicants**: an applicant who is a native born or naturalized citizen of the United States.
2. **International Applicant**: an applicant who is a citizen of a foreign country attending school on a non-immigrant visa does not hold a visa status that allows them to remain permanently in the United States. Non-Immigrant status types include but are limited to F-1, J-1, H-1, H-2 and H-4.
3. **Permanent Residents**: an applicant who has been admitted to permanent resident status in the United States but has not been granted US citizenship.
4. **Non-Degree Seeking Applicants**: a non-degree seeking student is a student who is taking graduate courses but is not pursuing a graduate degree at UT Arlington. There are two categories:
5. **Certificate Student**: a student pursuing a Graduate Certificate offered at UT Arlington (the EES program no longer offers graduate certificates).
6. **Special Student**:
  - 6.1. Student taking courses for personal or professional development but not pursuing a graduate degree.
  - 6.2. Student pursuing a degree at another institution who would like to take some transfer courses at UT Arlington.

### **Specific Requirements**

#### **3. Admission Criteria**

Each Graduate Program in Environmental and Earth Sciences has the following additional requirements for admission to that particular option:

- 3.1. For the Environmental Science MS Program Options, a Bachelor's degree in mathematics, science, or engineering from an accredited college or university with the following coursework: one semester of Physics, two semesters of Chemistry and one semester of Calculus II. Students with a Bachelor's degree in other fields may also be considered for admission provided they have completed at least 18 upper division credit hours in science and/or engineering.

- 3.2. For the Geoscience MS Program Options, a Bachelor's degree in Geology/Geoscience from an accredited college or university with a year of college physics and Chemistry; Math through Calculus II; and Geology/Geoscience core courses consisting of mineralogy, petrology, structure, sedimentology, paleontology or geophysics and Field Geology.
- 3.3. For the Earth and Environmental Science PhD Program, (i) the BS to PhD fast-track option requires a Bachelor's degree in mathematics, science, or engineering from an accredited college or university (students with a Bachelor's degree in other fields they may also be considered for admission if they have the coursework noted in #1 above). (ii) The MS to PhD option requires a master's degree in a STEM discipline (students with a Master's degree in other fields they may also be considered for admission if they have the coursework noted in 3.1 above).
- 3.4. Students with a Bachelor's degree in other fields will also be considered. Admission will depend on prior work and preparation.
- 3.5. Individuals must also have maintained an acceptable grade point average (GPA) at a previously attended institution(s). An applicant must have a GPA of 3.0 or greater to be considered for admission. Applicants with a GPA less than 3.0 (in the range 2.8-3.0) will be considered for probationary admission if their GRE score's exceed the minimum (see below), or there are other extenuating circumstances.
- 3.6. Applicants must submit current scores on the general aptitude portion of the Graduate Record Examination (GRE). These scores are considered in admission decisions.
- 3.7. Masters students who have succeeded in the EES program typically score higher than 146 on the quantitative portion of the GRE and 145 on the verbal portion of the GRE.
- 3.8. Doctoral students who have succeeded in the EES program typically score higher than 148 on the quantitative portion of the GRE and 145 on the verbal portion of the GRE.
- 3.9. In the admission decision process, submitted GRE scores lower than these will only be considered if there are significant mitigating circumstances documented by the applicant. For example, a higher GPA score may offset a lower GRE
- 3.10. The GRE waiver **NO LONGER** applies for applicants to the EES Master's degree program who complete a B.S. degree in Biology, Chemistry, Geology, Mathematics, or Engineering at UT Arlington. Previous GRE scores are acceptable if no more than five academic years have passed prior to admission (as measured from the start of the semester for which admission is sought).

- 3.11. Two letters of recommendations for MS applicants and three letters of recommendation for PhD applicants, from people familiar with the applicant's academic work.
- 3.12. A statement of research interests (required for PhD applicants) and/or career goals, as well as other experiences such as jobs or internships
- 3.13. Applicants must demonstrate through previous academic performance the potential for graduate work. Factors that may be considered include:
  - 3.13.1. The review of transcripts and previous coursework.
  - 3.13.2. Recommendation letters
  - 3.13.3. Correspondence or direct interactions with program faculty
  - 3.13.4. Written statements of research interests.
- 3.14. Applicants who do not satisfy the GPA and GRE admission requirements may be considered for admission if further review of the factors listed above (in 3.13) indicates that they are qualified to enter the Master's Program
- 3.15. Transcripts of individuals holding a degree from an international college or university (a college or university outside the United States) are evaluated for "equivalency of degrees". If it is determined that an individual's degree is not equivalent to a bachelor's degree as granted by a US institution, the individual must complete additional course work before admission can be considered. Applicants holding a degree from an international institution who have also graduated from a United States Institution of Higher Education, UTA's Transfer Evaluation System (TES) is an interactive transfer equivalency guide to a transfer student, assess which credits earned at a current or former college-level institution(s) will transfer to UTA, and how they will transfer  
 (<http://www.uta.edu/admissions/transfers/apply/credit/tes.php>).
- 3.16. Applicants whose first language is not English must achieve specific minimum scores on the Test of English as a Foreign Language (TOEFL), or on the International English Language Testing System (IELT).
  - 3.16.1. On the TOEFL these are:
    - 3.16.1.1. WRITING portion –22
    - 3.16.1.2. SPEAKING portion –21
    - 3.16.1.3. READING portion –20
    - 3.16.1.4. LISTENING –16.
  - 3.16.2. On the IELT these are:
    - 3.16.2.1. WRITING portion –6.5
    - 3.16.2.2. SPEAKING portion –6.5
    - 3.16.2.3. READING portion –6.5
    - 3.16.2.4. LISTENING –6.5.

It cannot be stressed strongly enough these are the minimum acceptable scores.

- 3.16.3. Applicants whose native language is not English who are seeking a Teaching Assistantship in the program must achieve a minimum TOEFL speaking score of 23, or a minimum IELTS speaking score of 7.

#### **4. Classes of admission into the EES MS program**

4.1. **Unconditional** admission is given to those applicants who meet all the program requirements.

4.2. **Provisional** admission is given to those applicants who are unable to supply all required documentation prior to the admission deadline, but who otherwise appears to meet admission requirements, (e.g., final transcripts showing graduation, all recommendation letters, test scores). Any provisional admission deficiency must be resolved in the first semester of admission to the program.

4.3. **Probationary** admission is given to those applicants who have not met the course completion requirements for admission. These are:

4.3.1. For the Environmental Science options

- 4.3.1.1. One semester of Physics
- 4.3.1.2. Two semesters of Chemistry
- 4.3.1.3. A semester of Calculus II

Applicants may be assigned one or more deficiency courses, which must be taken and passed within the first year of enrollment. If a student is deficient in more than two of the prerequisite courses they will likely not be accepted into the program.

4.3.2. For the Geoscience options core geology degree courses of:

- 4.3.2.1. Mineralogy
- 4.3.2.2. Petrology
- 4.3.2.3. Sedimentology & Stratigraphy
- 4.3.2.4. Structural Geology,
- 4.3.2.5. Paleontology

These courses may be deficient in some cases.

Students are required to maintain a B or better average for their first semester of graduate work.

4.4. **Deferred decision** may be granted when an applicant does not present adequate evidence of meeting admission requirements to have an admitted or denied decision rendered may have the admission decision deferred by the department. The applicant is sent an Admission Deferral Notice that specifies the reasons for the deferral decision. Upon resolving the deferral reasons, the applicant may return the notice to request re-processing. An application evaluation charge will be required

for each reprocessing request unless the request is made for the original semester and program.

- 4.5. **Denial** is issued if an applicant is denied who does not meet the minimum admission requirements for a particular degree and would not be successful in the graduate program in the judgement of the graduate advisor.

## **5. Other Routes of Admission**

### **5.1. FastTrack Admission:**

- 5.1.1. A biology BS Degree and an EES MS degree can be obtained through the fast track option.

5.1.1.1. Upper division courses can be taken to meet the requirements of both degrees.

5.1.1.2. A separate application is made for entrance into the MS program

5.1.1.3. Both degrees are conferred at the same time upon completion of graduate studies

5.1.1.4. Admission to the EES MS program has the same requirements (GRE scores, GPA, preparatory courses) with exception of the completion of the biology degree

5.1.1.5. The student should consult with the graduate advisor before embarking on this fast track option

- 5.1.2. An environmental science BS degree and a MA degree in either Public Administration (MPA) or Public Policy (MPP).

5.1.2.1. These two BS/MPA, BS/MPP tracks are in the planning stage (fall 2018) but are anticipated to be offered by spring 2020

5.1.2.2. Beginning with a BS in Environmental Science the student will also graduate with a professional Master's degree in either Public Administration or Public Policy.

5.1.2.3. It is expected that the student in this fast track program will be able to take graduate level courses in Public Administration and Public Policy that can be applied as earned credit to both the BS and MPA or MPP degrees.

5.1.2.4. Further information on these fast track options can, at this time, be obtained from the Chairman of the EES department.

## **6. Fulfilling Deficiency Courses and Probationary Admission Conditions**

- 6.1. Deficiency courses and probationary admission conditions are often specified in a student's admission letter.



- 6.2. The probationary requirements should be fulfilled within one year of enrollment in the program. The provisional requirements should be fulfilled within the first semester of enrollment in the program.
- 6.3. Exceptions must be discussed with the program's Graduate Advisor.
- 6.4. Upon completing deficiency courses or probationary admission conditions, the student should inform the Graduate Advisor so that this may be noted in their record.
- 6.5. Students entering the program on probationary status must maintain a B average (3.0 GPA) over the first 12 hours of course work.
- 6.6. Probationary students who do not have a 3.0 GPA after the first 12 hours will be dismissed.
- 6.7. Students not on probation who do not maintain a 3.0 GPA will be placed on probation and have one semester to raise their GPA to 3.0.

## **7. Classes of admission into the EES PhD program**

- 7.1.** There is one class of admission into the EES PhD program which is **unconditional**. In certain circumstances a provisional designation may be used, if the applicant meets admission requirements but has yet to graduate with the necessary degree a provisional "will graduate" requirement may be stipulated.

## **8. English Proficiency**

The English Language institute at UTA can provide instructional assistance for English proficiency. Developmental English for International Teaching Assistants (DE/ITA) can be used to certify students' English proficiency for graduate teaching assistantships. DE – Effective Communication for International Teaching Assistants is a 10-week course which focuses on improving the individual's English speaking ability and providing the graduate teaching assistant (GTA) with insights about instructing classes in a manner that is culturally appropriate for American university students. Graduate English Skills Program (GESP) can be used to help students with their academic writing and research skills. GESP is an intensive English program for international graduate students. Students who have been accepted by the Graduate School and admitted to a graduate program (either conditionally or provisionally) as well as current graduate students are eligible for GESP. If students have a low verbal score on the GMAT or GRE, they can meet the UTA Graduate School and most graduate departments' English proficiency requirements by successfully completing GESP. Students on a language training I-20 who do not test out of all four skills (writing, reading, listening, speaking) will be required to register full-time in GESP courses. Students who test out of or successfully complete GESP, as determined by their graduate advisors, will be issued an academic I-20 and will be

eligible to take graduate courses. There are three courses offered in GESP (i) Writing, (ii) Listening/Speaking and (iii) Reading and they are offered in the summer, fall and spring semesters. There are tuition fees associated with both the DE/ITA and GESP courses. For more information, visit the website at <http://www.eli.uta.edu/ita.php> or contact Joshua Atherton, Hammond Hall #407, 817-272-5814, or at [atherton@uta.edu](mailto:atherton@uta.edu).

### **Continuation in the Program**

After admission into the program, the student must:

1. Establish and maintain academic good standing
2. Make satisfactory progress towards completion of the degree as judged by the supervising professor/supervisory committee (PhD students should also see sections on DSPRO and the Milestones Agreement Form).
3. A student is considered to be in academic good standing if: a grade-point average of 3.0 on all work undertaken as a graduate student is maintained; and any admission conditions are absolved within the time required.
4. Any assigned deficiency courses must be taken and passed within one year of enrollment.
5. Students may not take deficiency courses on a pass/fail grading basis.
6. If a graduate student fails to maintain an overall 3.0 grade-point average on the first six hours of graduate course work, the student will be placed on academic probation.
7. The student's record will be evaluated at the completion of each semester while on probation.
8. Failure to establish an overall grade-point average of 3.0 upon completion of the first 12 hours of graduate course work will result in automatic dismissal from the program.
9. If a student feels that dismissal from the program was unfair, the student may petition for a review of the decision with specific documented reasons. The student must also specify what plan he/she will put into place to reestablish a overall grade-point average of 3.0
10. If a student's overall grade point-average falls below 3.0 at any time after completion of the first 12 hours of course work, the student will be placed on academic probation
11. The overall grade-point average must be raised to 3.0 at the end of the semester subsequent to being placed on probation or the student will be dismissed.
12. Students have the initial responsibility to recognize when they are having academic difficulties and are expected to initiate steps to resolve the problem. When a student is in academic difficulty, and dependent upon the severity of the problem, the student may receive an oral warning and/or written statement of the problem and required corrective actions from his or her program. Failure to take these corrective actions can result in termination from the degree program.
13. A student can be dismissed from a degree program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a

degree as defined by the department or program, inability to pass a comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time. Termination due to inadequate academic progress is a decision made by the program's or department's Graduate Advisor and Graduate Studies Committee. A student's thesis/dissertation committee may recommend termination for failure to prepare a thesis/dissertation proposal, prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time to the program's Graduate Advisor and Graduate Studies Committee. Such decisions to terminate a student must be communicated to the Dean of Graduate Studies by the Chairman of the Graduate Studies Committee with required justification. The Graduate Dean will review the case make the final decision. The student may continue enrollment until the Dean finalizes the termination decision.

14. Students failing to pass a comprehensive examination or thesis/dissertation defense may be terminated upon the recommendation of the examining committee. Such decisions are indicated on the Comprehensive Examination Report or Final Defense Report which are returned to the Dean of Graduate Studies. The Graduate Dean will notify the student formally of the program's or department's decision.

### **Continuing Enrollment**

1. Graduate students must enroll for at least 1 credit hour of coursework, seminar, research or independent study during the fall and spring (long) semesters. Exceptions are allowed only if the student requests and is granted a Leave-of-Absence by the Graduate Advisor (see also below Petitioning and Associated Matters).

### **Full-time Enrollment and Maximum Hours**

1. Full-time students are expected to enroll in at least 9 hours in a regular semester.
2. The minimum full-time course load during the summer sessions is 6 hours.
3. The maximum course load for full-time graduate students is 15 semester hours in a long semester and 12 hours in a summer session.
4. Registration in excess of these limits in exceptional circumstances must be approved by the student's Graduate Advisor.
5. RAs and TAs should complete no more than 12 semester hours and no fewer than 9 semester hours per long semester. They may register for no fewer than 6 semester hours during the summer sessions.
6. Funded master's students enrolled in EVSE or GEOL 5699 and doctoral students enrolled in EVSE 6699 courses who have passed their Comprehensive Examinations may limit their enrollment to these courses and hold an assistantship.

7. International students must secure permission from the Office of International Education (OIE) for less than 9-hours of enrollment if this is warranted and present permission to the appointing department. Both the OIE and the appointing department will retain copies of these approvals and supporting documentation needed to justify under-enrollment.

#### **Enrollment in courses at other Local Universities - CONCURRENT ENROLLMENT**

1. Anyone wishing to attend either UT Arlington, UT Dallas and UT Southwestern must complete a Concurrent Enrollment Form. It is not necessary for you to make application at both schools. The academic advisor's and student's signatures must be on the Concurrent Enrollment Program form prior to remitting the form to the Office of Records and Registration. In addition, if you are an International student, an advisor in the UTA International Office must also sign the form prior to its remittance.
2. Students must take at least 1 credit hour at BOTH institutions to be eligible to participate in the concurrent enrollment program. Thesis students must take at least one credit hour at UT Arlington in their final semester. Non-thesis students should contact the Office of Graduate Studies regarding final term enrollment.
3. Please be aware of the dates for submitting your Concurrent Enrollment form. The form must be received by the Office of Records and Registration no later than two weeks prior to the first class day of the semester you wish to attend. You must also register for classes at UT Arlington and have fees paid by the payment deadline for the semester. To register for classes at UT Arlington, go to MyMav.
4. Class adds and drops must be made at your home institution. If you drop a class after the Census Date where the class is being taught, you are responsible for the entire amount of your fees. Please notify the UT Arlington Office of Records and Registration when you drop a class at either your host or home institution.
5. All students withdrawing from a semester for any reason on or after the first official University class day are financially responsible for their pro-rata share of tuition, fees and charges. Section 54.006 of the Texas Education Code dictates the refund and collection percentages that apply to withdrawing students.
6. Parking fees, library access fees and student computer usage fees are each assessed as part of your concurrent enrollment. Therefore, it is important for you to return concurrent enrollment forms no later than two weeks prior to the first class day.
7. All international students and permanent residents are required to provide proof of official TB tests before concurrent enrollment can be completed.
8. Concurrently enrolled international students must be carrying a combined, full-time equivalent course load between their home campus and the host campus to maintain I-20 eligibility status.

9. If you are not in the Biomedical Engineering (BE) program, you will receive transfer credit for the courses taken at UT Dallas and UT Southwestern Medical Center. Only students that have declared Biomedical Engineering as their major will receive a letter grade.
10. Registration for distance, web based and University of Texas Online Consortium classes (formerly, Telecampus) cannot be done using concurrent enrollment. Distance education and web based class information is listed on the Center for Distance Education website (click on "contact" to request information). The University of Texas Online Consortium classes must use the Registration Request Form to register. The University of Texas Online Consortium information is located on the Office of Records and Registration website.
11. Concurrent enrollment billing.
  - a. UT Dallas invoices students directly for concurrent enrollment
  - b. UTSW invoices the home school of the student for concurrent enrollment
  - c. The student's department would need to give permission for the student to use GTA funds to cover the cost of a concurrent enrollment course

### **Petitioning and Associated Matters**

Submitting a "Petition" for an Exception to a Graduate Policy can be accomplished on-line. There are various reasons why a graduate student might petition for an exception from policy. Common examples are:

1. To continue as a student despite GPA below 3.0.
2. To continue a position as GRA/GTA despite GPA below 3.0.
3. To take below the normal minimum hours required to hold a GRA/GTA position.
4. Extension of a published deadline during the semester. Examples include the deadline to apply for graduation, thesis/dissertation defense.

Other typical reasons and examples of reasons that CANNOT be petitioned can be found at:

<http://grad.pci.uta.edu/faculty/resources/advisors/current/>

---

## **MS PROGRAM IN EARTH AND ENVIRONMENTAL SCIENCES**

The MS in Earth and Environmental Sciences has four program options:

1. **Environmental Science MS Program**
    - 1.1. MS with Thesis Option
    - 1.2. MS Non-Thesis Option
  2. **Professional Environmental Science MS Program**
    - 2.1. MS with Masters Project
  3. **Geoscience MS Program**
    - 3.1. MS Thesis Option
    - 3.2. MS Non-Thesis Option
  4. **Petroleum Geoscience MS Program**
    - 4.1. MS with Thesis
- 

### **1. ENVIRONMENTAL SCIENCE MS PROGRAM - ENVIRONMENTAL SCIENCE OPTIONS**

The Environmental Science Option provides graduate students with an integrated, multidisciplinary education, requiring a breadth of understanding and mastery of a spectrum of scientific and engineering principles. The thesis option, designed for those interested in an in-depth experience in some particular topic, and a non-thesis option are available. All new students are admitted into the non-thesis option. During the first year, students may transfer to the thesis option after obtaining a faculty thesis supervisor. A thesis supervisor is not guaranteed.

#### **1.1. ENVIRONMENTAL SCIENCE MS - THESIS OPTION**

##### ***1.1.1. REQUIRED CORE COURSES***

##### **1.1.1.1. Required Engineering Courses (6 hours, 2 courses)**

###### **1.1.1.1.1. ENGINEERING FOR ENVIRONMENTAL SCIENCES (CE 5321)**

Plus either one of the following

###### **1.1.1.1.2. PHYSICAL AND CHEMICAL PROCESSES II (CE 5319)**

###### **1.1.1.1.3. FUNDAMENTALS OF AIR POLLUTION (CE 5328)**

##### **1.1.1.2. Required Common Courses (6 hours, 2 of the following)**

###### **1.1.1.2.1. ENVIRONMENTAL SYSTEMS-BIOLOGICAL ASPECTS (EVSE 5309)**

###### **1.1.1.2.2. ENVIRONMENTAL SYSTEMS-CHEMICAL ASPECTS (EVSE 5310)**

### **1.1.1.2.3. ENVIRONMENTAL SYSTEMS-GEOLOGICAL ASPECTS (EVSE 5311)**

At least 2 of these environmental courses are required and both should be in areas outside of the undergraduate major (e.g. a biology major should take EVSE 5310 and EVSE 5311). If the undergraduate major is not in: Biology, Chemistry, Geology or Environmental Science, the student is required to take all three of these courses.

### **1.1.1.3. Required Planning Courses (3 Hours, 1 of following)**

**1.1.1.3.1. ENVIRONMENTAL POLICY (PLAN 5342)**

**1.1.1.3.2. FOUNDATIONS OF ENVIRONMENTAL POLICY (PLAN 5343)**

**1.1.1.3.3. TECHNIQUES OF ENVIRONMENTAL ASSESSMENT (PLAN 5351)**

### **1.1.1.4. Required Seminar Course (2 Hours)**

**1.1.1.4.1. SEMINAR IN EARTH AND ENVIRONMENTAL SCIENCES (EVSE 6100)**

## **CORE COURSE REQUIREMENTS 17 hours**

### **1.1.2. REQUIRED ELECTIVE COURSES**

#### **1.1.2.1. Elective Courses In Concentration Area (either of the following)**

**1.1.2.1.1. *Selected Earth and Environmental Science Courses* (9 hours, 3 courses)**

**1.1.2.1.2. *Selected Civil Engineering Courses* (9 hours, 3 courses)**

**1.1.2.1.3. *Selected Biology Courses* (9 hours, 3 courses)**

**1.1.2.1.4. *Selected Chemistry Courses* (9 hours, 3 courses)**

**1.1.2.1.5. *Selected Planning Courses* (9 hours, 3 courses)**

#### **1.1.2.2. Selected Elective Courses Non-Concentration Area (6 hours, 2 courses outside of the selected concentration area (above) need to be taken, either two from one of the following, or one from two of the following)**

**1.1.2.2.1. *Selected Earth and Environmental Science Courses* (6 hours, 2 courses)**

**1.1.2.2.2. *Selected Civil Engineering Courses* (6 hours, 2 courses)**

**1.1.2.2.3. *Selected Biology Courses* (6 hours, 2 courses)**

**1.1.2.2.4. *Selected Chemistry Courses* (6 hours, 2 courses)**

**1.1.2.2.5. *Selected Planning Courses* (6 hours, 2 courses)**

**N.B.** A list of available elective courses is set out after Section 2 below.

**1.1.2.3. Required Master's Thesis**

**1.1.2.3.1. MASTER'S THESIS (EVSE 5698) (6 Hours, Graded F, P, R)**

**TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 38 hours**

---



## **1.2. ENVIRONMENTAL SCIENCE MS - NON-THESIS OPTION**

### **1.2.1. *REQUIRED CORE COURSES***

#### **1.2.1.1. Required Engineering Courses (6 hours, 2 courses)**

##### **1.2.1.1.1. ENGINEERING FOR ENVIRONMENTAL SCIENCES (CE 5321)**

Plus either one of the following

##### **1.2.1.1.2. PHYSICAL AND CHEMICAL PROCESSES II (CE 5319)**

##### **1.2.1.1.3. FUNDAMENTALS OF AIR POLLUTION (CE 5328)**

#### **1.2.1.2. Required Common Courses (6 hours, 2 of the following)**

##### **1.2.1.2.1. ENVIRONMENTAL SYSTEMS-BIOLOGICAL ASPECTS (EVSE 5309)**

##### **1.2.1.2.2. ENVIRONMENTAL SYSTEMS-CHEMICAL ASPECTS (EVSE 5310)**

##### **1.2.1.2.3. ENVIRONMENTAL SYSTEMS-GEOLOGICAL ASPECTS (EVSE 5311)**

At least 2 of these environmental courses are required and both should be in areas outside of the undergraduate major (e.g. a biology major should take EVSE 5310 and EVSE 5311). A students with less than 20 undergraduate hours in biology, chemistry, or geology will need to take a third environmental systems course as a deficiency.

#### **1.2.1.3. Required Planning Courses (3 Hours, 1 of following courses)**

##### **1.2.1.3.1. ENVIRONMENTAL POLICY (PLAN 5342)**

##### **1.2.1.3.2. FOUNDATIONS OF ENVIRONMENTAL POLICY (PLAN 5343)**

##### **1.2.1.3.3. TECHNIQUES OF ENVIRONMENTAL ASSESSMENT (PLAN 5351)**

#### **1.2.1.4. Required Seminar Course (2 Hours)**

##### **1.2.1.4.1. SEMINAR IN EARTH AND ENVIRONMENTAL SCIENCES (EVSE 6100)**

**CORE COURSE REQUIREMENTS 17 hours**

### **1.2.2. *ADDITIONAL ELECTIVES***

#### **1.2.2.1. Required Elective Courses In Concentration Area (either of the following)**

##### **1.2.2.1.1. *Selected Earth and Environmental Science Courses* (9 hours, 3 courses)**

##### **1.2.2.1.2. *Selected Civil Engineering Courses* (9 hours, 3 courses)**

##### **1.2.2.1.3. *Selected Biology Courses* (9 hours, 3 courses)**

##### **1.2.2.1.4. *Selected Chemistry Courses* (9 hours, 3 courses)**

**1.2.2.1.5. Selected Planning Courses (9 hours, 3 courses)**

**1.2.2.2. Selected Elective Courses Non-Concentration Area (12 hours, 4 courses) with**  
*2 courses outside of the selected concentration area (above) if 2 additional*  
*courses in the concentration area are chosen (a maximum number) otherwise*  
*4 courses outside of the concentration area from the following (below))*

**1.2.2.2.1. Selected Earth and Environmental Science Courses (12 hours, 4 courses)**

**1.2.2.2.2. Selected Civil Engineering Courses (12 hours, 4 courses)**

**1.2.2.2.3. Selected Biology Courses (12 hours, 4 courses)**

**1.2.2.2.4. Selected Chemistry Courses (12 hours, 4 courses)**

**1.2.2.2.5. Selected Planning Courses (12 hours, 4 courses)**

NB If a MASTERS PROJECT is undertaken (EVSE 5395) (listed below, 3 hours)  
 only three selected elective courses need be taken (9 hours)

**A list of available elective courses is set out after Section 2 below.**

**1.2.3. MASTERS PROJECT**

**1.2.3.1. MASTER'S PROJECT (EVSE 5395) (3 Hours, Graded P or F)**

**TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 38 hours**

---

### **1.3. ENVIRONMENTAL SCIENCE MS - PROFESSIONAL OPTION**

The Environmental Science Professional Option is a Professional Master's Degree for those interested in a career in Environmental Science. Instead of a thesis, students participate in a mentoring program, take a course in project economics, work as an intern or in a part time job in the Environmental Science Profession, and course experiences involving business ethics, teamwork, a small research project, and communication. This is a non-thesis program.

#### **1.3.1. *REQUIRED CORE COURSES***

##### **1.3.1.1. Required Engineering Courses (6 hours, 2 courses)**

**1.3.1.1.1.** ENGINEERING FOR ENVIRONMENTAL SCIENTISTS ([CE 5321](#))

**1.3.1.1.2.** ADVANCED ENGINEERING ECONOMY ([IE 5304](#))

##### **1.3.1.2. Required Common Courses (6 hours, 2 of the following)**

**1.3.1.2.1.** ENVIRONMENTAL SYSTEMS-BIOLOGICAL ASPECTS ([EVSE 5309](#))

**1.3.1.2.2.** ENVIRONMENTAL SYSTEMS-CHEMICAL ASPECTS ([EVSE 5310](#))

**1.3.1.2.3.** ENVIRONMENTAL SYSTEMS-GEOLOGICAL ASPECTS ([EVSE 5311](#))

##### **1.3.1.3. Required Planning Courses (3 Hours, 1 of following)**

**1.3.1.3.1.** ENVIRONMENTAL POLICY ([PLAN 5342](#))

**1.3.1.3.2.** FOUNDATIONS OF ENVIRONMENTAL POLICY ([PLAN 5343](#))

**1.3.1.3.3.** TECHNIQUES OF ENVIRONMENTAL ASSESSMENT ([PLAN 5351](#))

#### **1.3.2. *REQUIRED PROFESSIONAL COURSES***

##### **1.3.2.1. Professional Courses (2 Hours, both of the following)**

**1.3.2.1.1.** SEMINAR IN EARTH AND ENVIRONMENTAL SCIENCES ([EVSE 6100](#))

**1.3.2.1.2.** ENVIRONMENTAL PROFESSIONAL MENTORING & BUSINESS ETHICS ([EVSE 5120](#))

Plus one of the following (3 Hours)

**1.3.2.1.3.** PROFESSIONAL EXPERIENCE ([EVSE 5315](#))

**1.3.2.1.4.** MASTER'S PROJECT ([EVSE 5395](#))

**CORE COURSE REQUIREMENTS 20 hours**

### **1.3.3. REQUIRED ELECTIVES**

#### **1.3.3.1. Required Elective Courses In Concentration Area (9 hours in any of the following)**

**1.3.3.1.1.** *Selected Earth and Environmental Science Courses (9 hours, 3 courses)*

**1.3.3.1.2.** *Selected Civil Engineering Courses (9 hours, 3 courses)*

**1.3.3.1.3.** *Selected Biology Courses (9 hours, 3 courses)*

**1.3.3.1.4.** *Selected Chemistry Courses (9 hours, 3 courses)*

**1.3.3.1.5.** *Selected Planning Courses (9 hours, 3 courses)*

#### **1.3.3.2. Selected Elective Courses (9 hours, 3 courses from the following)**

**1.3.3.2.1.** *Selected Earth and Environmental Science Courses*

**1.3.3.2.2.** *Selected Civil Engineering Courses*

**1.3.3.2.3.** *Selected Biology Courses*

**1.3.3.2.4.** *Selected Chemistry Courses*

**1.3.3.2.5.** *Selected Planning Courses*

**TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 38 hours**

---

#### **1.4. GEOSCIENCE MS - THESIS OPTION**

##### **1.4.1. *REQUIRED CORE (PROFESSIONAL) COURSES***

###### **1.4.1.1. Required Engineering Courses (3 hours, 1 course)**

**1.4.1.1.1. ENGINEERING FOR ENVIRONMENTAL SCIENCES (CE 5321)**

Or

**1.4.1.1.2. ADVANCED ENGINEERING ECONOMY (IE 5304)**

Or

**1.4.1.1.3. OTHER – Supervising Professor Approved**

###### **1.4.1.2. Required Seminar Course (2 Hours)**

**1.4.1.2.1. TECHNICAL SESSIONS (GEOL 5199)**

**CORE COURSE REQUIREMENTS 5 hours**

##### **1.4.2. *REQUIRED MASTER'S THESIS***

**1.4.2.1. MASTER'S THESIS (GEOL 5698) (6 Hours, Graded F, P, R)**

##### **1.4.3. *REQUIRED ELECTIVES – Advisor approved (21 Hours)***

See Appendix I for a list of Graduate Courses

**TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 32 hours**

#### **Provisions**

- 24 semester hours of approved graduate level courses are required in addition to a minimum of 6 thesis hours
  - No more than 1 hour of research courses and two hours of GEOL 5199 (Tech Session) can be applied to the 24 semester hour requirement.
  - Students must enroll for 3, 6, or 9 semester hours of thesis (GEOL 5398, 5698, or 5998) during each term thesis research is conducted.
  - Student MUST be enrolled for 6 hours of thesis during the semester they successfully defend the thesis and pass the final oral exam.
-

## **1.5. GEOSCIENCE MS – NON-THESIS OPTION**

### **1.5.1. *REQUIRED CORE COURSES***

#### **1.5.1.1. Engineering (3 hours, 1 course)**

**1.5.1.1.1. ENGINEERING FOR ENVIRONMENTAL SCIENCES (CE 5321)**

Or

**1.5.1.1.2. ECONOMICS FOR ENGINEERS (IE 5312)**

Or

**1.5.1.1.3. ADVISOR APPROVED course**

### **1.5.2. *REQUIRED COMMON COURSES (3 hours, 1 course)***

#### **1.5.2.1. EVSE Courses**

**1.5.2.1.1. ENVIRONMENTAL SYSTEMS- BIOLOGICAL ASPECTS (EVSE 5309)**

Or

**1.5.2.1.2. ENVIRONMENTAL SYSTEMS- CHEMICAL ASPECTS (EVSE 5310)**

Or

**1.5.2.1.3. ADVISOR APPROVED course**

### **1.5.3. *REQUIRED SEMINAR COURSE (2 Hours)***

**1.5.3.1.1. TECHNICAL SESSIONS (GEOL 5199)**

**CORE COURSE REQUIREMENTS 5 hours**

### **1.5.4. *REQUIRED ELECTIVES – Advisor approved (33 Hours)***

See Appendix I for a list of Graduate Courses

**TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 38 hours**

---

## **1.6. GEOSCIENCE MS -THE PETROLEUM GEOSCIENCE PROFESSIONAL OPTION**

### **1.6.1. *REQUIRED CORE COURSES***

#### **1.6.1.1. Required Professional Courses (5 hours, 3 courses)**

- 1.6.1.1.1. ADVANCED ENGINEERING ECONOMY (IE 5304)**
- 1.6.1.1.2. PROFESSIONAL ORIENTATION AND BUSINESS ETHICS (GEOL 5180)**
- 1.6.1.1.3. GEOSCIENCE INTERNSHIP (GEOL 5190)**

#### **1.6.1.2. Required Petroleum Geoscience Courses (15 hours, 5 courses)**

- 1.6.1.2.1. PETROLEUM GEOLOGY (GEOL 5345)**
- 1.6.1.2.2. STRUCTURAL GEOMETRY AND TECTONICS OF PETROLEUM FIELDS (GEOL 5372)**
- 1.6.1.2.3. RESERVOIR CHARACTERIZATION (GEOL 5373)**
- 1.6.1.2.4. SEISMIC INTERPRETATION (GEOL 5374)**
- 1.6.1.2.5. INTRODUCTION TO WELL LOG INTERPRETATION AND MAPPING (GEOL 5375)**

### **CORE COURSE REQUIREMENTS 20 hours**

### **1.6.2. *REQUIRED ELECTIVES – Two of the following***

#### **1.6.2.1. GEOL Courses (6 hours, 2 courses)**

- 1.6.2.1.1. BASIN ANALYSIS (GEOL 5371)**
- 1.6.2.1.2. CARBONATE PETROLOGY (GEOL 5413)**
- 1.6.2.1.3. SEQUENCE STRATIGRAPHY (GEOL 5369)**

### **1.6.3. *REQUIRED MASTER'S THESIS***

- 1.6.3.1. MASTER'S THESIS (GEOL 5698) (6 Hours, Graded F, P, R)**

### **TOTAL CORE COURSE and ELECTIVE REQUIREMENTS 32 hours**

---

## **1.7. DUAL DEGREES**

### **1.7.1. *REQUIREMENTS***

(Dual master's degrees can be arranged with any suitable program)

- 1.7.1.1.** By participating in a dual degree program, students may apply 6-18 total semester credit hours jointly to meet the requirements of both degrees, thus reducing the total number of hours which would be required to earn both degrees separately.
- 1.7.1.2.** The number of hours which may be is subject to the approval of Graduate Advisors from both programs. Degree plans, thesis or professional report proposals and programs of work must be approved by Graduate Advisors from both programs.
- 1.7.1.3.** The successful candidate will be awarded both degrees rather than one joint degree.
- 1.7.1.4.** To participate in the dual degree program, students must make separate application to each program and must submit a separate program of work for each degree.
- 1.7.1.5.** Those interested in the dual degree program should consult the appropriate Graduate Advisors for further information on course requirements. See also the statement on Dual Degree Programs in the general information section of the UTA catalog.
- 1.7.1.6.** Arrangements to offer a dual degree have already been made between Environmental and Earth Sciences and the Program in City and Regional Planning (M.C.R.P. degree), School of Urban and Public Affairs.

### **1.7.2. DUAL DEGREE PLAN: BACHELOR OF SCIENCE IN BIOLOGY AND MASTER OF SCIENCE in EES**

#### **1.7.2.1. Background**

- 1.7.2.1.1.** This five-year curriculum provides a common ground for interdisciplinary communication, an understanding of the environment, and the competence necessary for evaluating and solving complex environmental problems.
- 1.7.2.1.2.** The degree program prepares students for applied work in the private sector and governmental positions, and serves as the professional preparation required for applied technology and environmental management.



**1.7.2.2. Description**

**1.7.2.2.1.** Environmental scientists apply elements of engineering, biology, chemistry, and geology in an integrated approach to environmental systems.

**1.7.2.2.2.** They also need an understanding of the forces that shape implementation of alternative environmental science and engineering solutions, and an understanding of how regulatory and political entities influence the implementation of viable technical solutions.

**1.7.2.3. Career Opportunities**

**1.7.2.3.1.** This program prepares students for a range of positions in local, state and federal agencies responsible for managing air and water quality, land use, and other aspects of the environment.

**1.7.2.3.2.** It also prepares students for careers in private consulting agencies providing advice to government and industry.

**1.7.2.4. Requirements****1.7.2.4.1. English (6 hours)**

1.7.2.4.1.1. ENGL 1301

1.7.2.4.1.2. ENGL 1302

**1.7.2.4.2. Mathematics (11 hours)**

1.7.2.4.2.1. MATH 1321

1.7.2.4.2.2. MATH 1426

1.7.2.4.2.3. MATH 2425

1.7.2.4.2.4. PHYS 1441

1.7.2.4.2.5. PHYS 1442

1.7.2.4.2.6. CHEM 1441

1.7.2.4.2.7. CHEM 1442

1.7.2.4.2.8. CHEM 2321

1.7.2.4.2.9. CHEM 2181

1.7.2.4.2.10. CHEM2322

1.7.2.4.2.11. CHEM

---

## **1.8. MS EXAMINATIONS AND SUPERVISING FACULTY**

### **1.8.1. *EXAMINATION REQUIREMENTS NON-THESIS OPTIONS***

#### **1.8.1.1. The Comprehensive Examination**

- 1.8.1.1.1.** This is an (exit) oral or written examination officiated by the student's supervisory committee.
- 1.8.1.1.2.** The oral examination committee usually consists of three faculty members from whom the student has taken courses, and that one individual must be designated as Chair of the committee (typically the supervising professor).
- 1.8.1.1.3.** The subject matter of the of the exam will include basic material covered in the EES core courses, and will also usually relate to material covered in formal courses that the student has completed with his/her committee members.
- 1.8.1.1.4.** The comprehensive exam is administered by the supervisory committee, but is open to all faculty members
- 1.8.1.1.5.** A student in the non-thesis option must be registered for at least one graduate course in the semester in which the final master's examination is held.
- 1.8.1.1.6.** At the conclusion of the comprehensive exam the supervisory committee may find that the candidate has:
  - 1.8.1.1.6.1.** Passed unconditionally
  - 1.8.1.1.6.2.** Passed conditionally upon meeting specified additional requirements
  - 1.8.1.1.6.3.** Failed, with permission to retake the exam after a period specified by the supervisory committee
  - 1.8.1.1.6.4.** Failed with a recommendation to the Dean of the Graduate School that the candidate be dismissed from the program.
  - 1.8.1.1.6.5.** In case of outcomes 1.8.1.1.5.2 and 1.8.1.1.5.2 the supervising committee may choose to administer a written examination, in place of or in addition to another oral exam.

#### **1.8.1.2. Registration Requirement**

- 1.8.1.2.1.** A student in the non-thesis option must be registered for at least one graduate course in the semester in which the final master's examination is held.

### **1.8.1.3. Final Master's Report Requirement**

- 1.8.1.3.1.** A Final Master's Examination Report indicating the results of the final master's examination must be filed in the Graduate School no later than THREE WEEKS prior to the date on which the degree is expected to be conferred, irrespective of the results of the exam.
- 1.8.1.3.2.** Preparation and filing of the report is the responsibility of the Chair of the Examining Committee. The candidate can query the Graduate Advisor to confirm that the report was filed.

## **1.8.2. EXAMINATION REQUIREMENTS THESIS OPTIONS**

### **1.8.2.1. Proposal Defense**

- 1.8.2.1.1.** Thesis candidates must hold an oral defense of the proposed research work the student intends to undertake
- 1.8.2.1.2.** The student must provide a copy of the research proposal to the supervising committee members two weeks before the defense
- 1.8.2.1.3.** The defense consists of an oral presentation of the proposed research by the candidate followed by an oral examination period in which the candidate answers questions from members of the supervisory committee
- 1.8.2.1.4.** At the conclusion of the defense, the committee will approve either: (i) the proposed research, or (ii) a modified proposal with changes agreed upon by the committee members.

### **1.8.2.2. Comprehensive Examination**

- 1.8.2.2.1.** Thesis candidates must hold an oral defense of the work presented in the thesis.
- 1.8.2.2.2.** The candidate must provide a completed copy of the thesis to each member of the supervisory committee two weeks prior to the scheduled exam.
- 1.8.2.2.3.** At least one week prior to the defense, a copy of the thesis must be given to the graduate advisor so that interested faculty and students may read the work.
- 1.8.2.2.4.** The defense consists of an oral presentation of the thesis work by the candidate followed by an oral examination period in which the candidate answers questions from members of the audience.

- 1.8.2.2.5.** The candidate first entertains questions relating to the thesis work from the general audience (faculty, students, and guests) after which all but the student's committee and interested faculty are excused.
- 1.8.2.2.6.** The candidate is then questioned by the supervisory committee who evaluate the candidate's performance.
- 1.8.2.2.7.** All faculty members present may express their opinion of the candidate's presentation and judgment of the overall acceptability of the candidate's defense.
- 1.8.2.2.8.** The committee is the ultimate judge of the acceptability of the candidate's defense.

### **1.8.3. *OTHER EXAMINATION REQUIREMENTS FOR THESIS AND NON-THESIS OPTION***

#### **1.8.3.1. Scheduling Examinations**

- 1.8.3.1.1.** A request to hold the Final Master's Examination must be filed with the Graduate School.
- 1.8.3.1.2.** The form must be filed by the Chair of the Examining Committee.
- 1.8.3.1.3.** The Request to Hold the Final Master's Examination must be filed two weeks prior to the examination date, but not later than the deadline date set by the Graduate School for the applicable semester (see deadlines in the Graduate Catalog).
- 1.8.3.1.4.** The "Request..." must contain the time, location, and type (i.e. written or oral) of examination, and must be signed by each member of the supervisory committee and the Graduate Advisor

#### **1.8.3.2. Proficiency in Written and Oral Communication**

- 1.8.3.2.1.** Students must demonstrate proficiency in written and oral communication by one of the following
  - 1.8.3.2.1.1.** Taking GEOL/EVSE 5698 (THESIS) and completing written and oral reports to the satisfaction of the faculty supervision  
Or
  - 1.8.3.2.1.2.** Taking GEOL/EVSE 5394 (INDIVIDUAL PROBLEMS IN ENVIRONMENTAL & EARTH SCIENCES. 3 Hours.)  
Or
  - 1.8.3.2.1.3.** Taking GEOL/EVSE 5395 (MASTER'S PROJECT) and completing written and oral reports to the satisfaction of the faculty supervision  
Or

- 1.8.3.2.1.4. Showing evidence of having completed a course in technical or scientific writing or communication at an accredited institution of higher education.

#### **1.8.4. *MS SUPERVISING FACULTY REQUIREMENTS***

##### **1.8.4.1. Supervising Professor**

- 1.8.4.1.1. Students must select a faculty member who agrees to serve as the student's supervising professor.
- 1.8.4.1.2. In the non-thesis option the supervising professor will advise on all aspects of the student's program.
- 1.8.4.1.3. In the thesis option the supervising professor will oversee and direct the thesis project and the Graduate Advisor will advise on all aspects of the student's program.
- 1.8.4.1.4. The supervising professor should be selected as soon as possible but no later than the end of the student's first semester of work.

##### **1.8.4.2. Supervising Committee**

- 1.8.4.2.1. In consultation with the supervising professor, two additional faculty members must be selected to complete the supervisory committee (3 in total).
- 1.8.4.2.2. All committee members must be full or associate members of the Graduate Faculty of UTA.
- 1.8.4.2.3. For the Geoscience options, it is appropriate for all the members of a Supervisory Committee be drawn from the members WITHIN the Department of Earth and Environmental Sciences.
- 1.8.4.2.4. For the Environmental Science options, At least one PhD committee member must be a Full or Associate member of the Graduate Faculty of the Program in Earth and Environmental Sciences from a department OUTSIDE that of the student's supervising professor.
- 1.8.4.2.5. Outside examiners from institutions other than UTA (academic or other professional) may serve as a fourth (non-voting member) member of a committee, or as one of the three voting members of the committee
- 1.8.4.2.6. Non-UT) committee members can sit on the committee if nominated by the EES Graduate Studies Committee and approved by the Graduate Studies Office.

- 1.8.4.2.7.** Individuals who are not full or Associate Members of the graduate faculty, can be nominated for the Associate membership (See Appendix XI)
- 1.8.4.2.8.** For the **thesis option**: The supervisory committee is responsible for the design of the student's program, conducts the final oral examination
- 1.8.4.2.9.** For the **non-thesis option**: The supervisory committee determines the scope, content and form of the final master's comprehensive examination

### **1.8.5. DEGREE WORK PLAN REQUIREMENTS**

- 1.8.5.1.** A Degree Plan Worksheet is now optional a copy of the students MAP suffices for this purpose. However, some student may find using a worksheet helpful for planning purposes. A Degree Plan Worksheet (i.e. a form which lists anticipated courses to be completed to satisfy degree requirements) should be completed during the first semester of full-time work on the Master's degree but no later than the completion of the first 12 hours of graduate work.

#### **1.8.5.2. A Tentative Degree Plan Worksheet**

- 1.8.5.2.1.** This should include any approved transfer credit, courses in progress, and courses required by the department, including leveling courses, to satisfy requirements of the degree.

#### **1.8.5.3. A Final Degree Plan Worksheet**

- 1.8.5.3.1.** This is prepared during the student's last semester, when all courses have been completed or are in progress, and the final program defense and graduation are anticipated.
- 1.8.5.3.2.** The Final Degree Plan Worksheet must list all courses taken to satisfy the degree requirements and any other requirements set by the supervisory committee.
- 1.8.5.3.3.** The Final Degree Plan Worksheet requires the signature of each of the supervisory committee members, the Chairman of the Graduate Studies Committee in Environmental and Earth Sciences and the Graduate Advisor.
- 1.8.5.3.4.** Before preparing the Final Degree Plan Worksheet, the students should obtain a current GMAP form from the EED Department Office.

- 1.8.5.3.5.** Classes entered on the Degree Plan Worksheet to fulfill particular degree requirements should agree with the same designations on the MAP form. Including transfer courses if applicable
- 1.8.5.3.6.** Any discrepancies should be resolved in consultation with the Graduate Advisor.

## **1.8.6. ADDITIONAL PROGRAM MATTERS**

### **1.8.6.1. Non-thesis Option and Thesis Options Transfer Credits**

- 1.8.6.1.1.** For the MS degrees, no more than 9 hours of graduate course work (minimum 3000 level courses) from another institution may be applied to an MS degree from UTA.
- 1.8.6.1.2.** Transfer credit is given only upon approval of the Graduate Studies Committee and the Graduate Dean. Only courses appropriate to the UTA Masters program will be accepted.

### **1.8.6.2. Residence Requirements**

- 1.8.6.2.1.** At least 18 hours of graduate course work must be completed at UTA (equivalent of two semester of full-time study in residence at UTA)

### **1.8.6.3. Enrollment**

- 1.8.6.3.1.** All MS students take graduate courses (Numbers 5000-6999), 5000 level courses are considered MS level Courses. Students may take a limited number of 3000 and 4000 level courses with the approval of the graduate advisor.

### **1.8.6.4. EES Mentee Opportunities**

- 1.8.6.4.1.** The EES Program's Advisory Council has 15 members drawn from public and private organizations including federal, state, and local government agencies, large industrial firms, and smaller consulting firms. Since 2006. The members have provided mentoring.
- 1.8.6.4.2.** Formally, mentoring is a one-year experience, but many relationships have extended over longer periods of time. The Council also holds an annual Panel Discussion on Environmental Careers.
- 1.8.6.4.3.** Questions about mentee opportunities should be directed to the Chairman of the EES Graduate Studies Committee.

### **1.8.6.5. Exit Interview**

- 1.8.6.5.1.** Students are requested to schedule an exit interview with the Chair of the program's Graduate Studies Committee, so that the program faculty can obtain feedback about students' experience the program.

**1.8.6.6. Thesis Availability to Public and Thesis Embargo**

- 1.8.6.6.1.** Theses completed by UT Arlington students are archived electronically with UMI/Proquest and in the Central Library. Thus, these documents are available to the interested public, unless the student's thesis or dissertation supervisor formally requests that public access be temporarily blocked for reasons such as pending patent applications, contractual restrictions, or other issues that would make immediate publication inappropriate or illegal. Public access to this information may be blocked for up to two years. Contact the Office of Graduate Studies Thesis and Dissertation Specialist for additional information.
- 1.8.6.6.2.** A thesis embargo might be applied if a thesis was completed with a non-disclosure agreement that restricts public access for some period of time (e.g., one year). For a new submission, the student will have the option to select a one year embargo period when they upload their thesis into Vireo, the ETD system. It is the responsibility of the student to embargo the thesis.
-



## 2. PHD PROGRAM IN EARTH AND ENVIRONMENTAL SCIENCES

### 2.1. INTRODUCTION

#### 2.1.1. *NATURE OF THE PROGRAM*

- 2.1.1.1. The program leading to the Doctor of Philosophy degree in Earth and Environmental Sciences is designed primarily to prepare doctoral-level students for research careers in industry, government or academic institutions.
  - 2.1.1.2. Students carry out independent research and acquire practical knowledge of the type of research conducted and the constraints (both practical and philosophical) under which such research is conducted.
  - 2.1.1.3. The areas of research are interdisciplinary using the Earth's environment, interpreted broadly, as the theme. Research normally comes from the disciplines of Geoscience, Biology, Chemistry and Engineering, but contributions from other disciplines are welcome.
  - 2.1.1.4. The program is designed to provide graduate students an integrated, multidisciplinary education, requiring a breadth of understanding and mastery of a spectrum of scientific and engineering principles.
  - 2.1.1.5. Among the program goals is to provide students who have earned engineering or science undergraduate degrees a common ground for interdisciplinary communication, an understanding of the environment, and competence in a research area that will enable them to evaluate complex environmental problems.
  - 2.1.1.6. **TYPICALLY, a student will not be accepted into the PhD program unless a faculty member has agreed to serve as mentor. Prospective applicants are encouraged to contact program faculty member(s) before applying.**
- 

#### 2.1.2. *ROUTES TO A PHD DEGREE*

**There are THREE routes to a PhD degree in Earth and Environmental Sciences**

- 2.1.2.1. **TRACK 1.** Applying to the program after obtaining an MS (typically in a STEM discipline)

- 2.1.2.2. TRACK 2.** Having been accepted into the MS program then swapping to the PhD Program after 30 hours of graduate study in the MS program
  - 2.1.2.3. TRACK 3.** The BS to PhD route, having graduated (typically) from a STEM discipline
- 

### **2.1.3. ADMISSION REQUIREMENTS**

#### **2.1.3.1. Admission for Tracks 1 and 2**

**1.1.1.1.** For unconditional admission a student must meet the following requirements:

**1.1.1.1.1.** A Master's Degree or, at least, 30 hours of graduate coursework, and a GPA of at least 3.0 on a 4.0 scale, as calculated by the Graduate School.

**1.1.1.1.2.** Typically the Master's Degree is in a STEM discipline. Namely:

**1.1.1.1.2.1.** Biology

**1.1.1.1.2.2.** Chemistry

**1.1.1.1.2.3.** Engineering

**1.1.1.1.2.4.** Environmental science

**1.1.1.1.2.5.** Geology

**1.1.1.1.2.6.** Mathematics

**1.1.1.1.3.** If the student's intended area of research is in policy/planning these requirements in a related field would be considered

**1.1.1.1.4.** A Graduate Record Examination (GRE) scores are considered in admission decisions.

**1.1.1.1.5.** Doctoral students who have succeeded in the Environmental and Earth Sciences Program typically score higher than the 60th percentile the verbal and the quantitative portion of the GRE.

**1.1.1.1.6.** For applicants whose native language is not English, a minimum score of 550 on the Test of English as a Foreign Language (or an equivalent score on a computer-based test) or a score of 40 on the Test of Spoken English.

**1.1.1.1.7.** Favorable letters of recommendation from people familiar with the applicant's academic work and/or professional work.

**1.1.1.1.8.** A statement must be submitted to the program detailing the applicant's specific research interests and identifying the faculty member who is requested as supervisor of the dissertation research.

**1.1.1.1.9.** Students may be considered for unconditional admission if further review of their transcripts, recommendation letters, correspondence or direct

interactions with Environmental and Earth Sciences faculty, and statement of research interests indicates that they are qualified to enter the Doctoral Program.

### **1.1.1.2. Admission for Track 3**

**1.1.1.2.1.** For unconditional admission (there is no probationary admission) a student must meet the following requirements:

**1.1.1.2.1.1.** Applicants with a Bachelor's degree in biology, chemistry, geology, mathematics, or engineering will be considered for the B.S. to Ph.D. track if they meet the other requirements for admission to doctoral studies. Students with a Bachelor's Degree in other sciences will also be considered, subject to satisfactory completion of courses to make up deficiencies.

**1.1.1.2.1.2.** It is expected that students in this track should have taken the same preparatory courses as required for the students entering the MS program.

**1.1.1.2.1.3.** If the student is deficient in these courses it is expected that the student will take these courses during their graduate studies. Namely:

1.1.1.2.1.3.1. One semester of physics

1.1.1.2.1.3.2. Two semesters of chemistry

1.1.1.2.1.3.3. Calculus 2

**1.1.1.2.2.** If they have not already done so in their previous work, all Doctoral students must take two engineering courses; two or three science courses (two if their prior training is in science, three if in engineering or another non-science field); and one course in policy or planning. There is a 15 Hour minimum

**1.1.1.2.3.** Students who enter the Doctoral Program with a Bachelor's degree take 30 semester hours of graduate coursework that includes Engineering, Science and Public Policy courses.

**1.1.1.2.4.** Obtaining an MS degree on the way to a PhD degree

**1.1.1.2.4.1.** It is possible to earn a master's on the way toward a PhD as a student in a BS-PhD track. The student should only do this with the approval of the advisor/grad studies committee because any deviation from the degree plan needs to be approved and agreed to in advance or the student might have problems with the program's view of your academic progress.

- 1.1.1.2.4.2.** If the student seeking an MS degree is an international student it will be necessary to talk to OIE about any visa issues (there shouldn't be, but the conversation should be had).
- 1.1.1.2.4.3.** The student seeking an MS degree can remain in your BS-PhD track (with approval of your plan to complete a master's) and when you have satisfied the master's degree requirements you should have your graduate advisor contact Records and Registration so that your record can be temporarily adjusted to allow the master's degree to be conferred.

### **1.1.2. LANGUAGE REQUIREMENT**

**1.1.2.1.** It is expected that the student should demonstrate

**1.1.2.1.1.** proficiency in one foreign language

Or

**1.1.2.1.2.** a research tool such as:

**1.1.2.1.2.1.** advanced computer skills

**1.1.2.1.2.2.** statistics,

**1.1.2.1.2.3.** operations research

## **1.2. PHD STUDENT RESPONSIBILITIES**

- 1.2.1.1.** Each graduate student must be familiar with general regulations of the Graduate School and the specific regulations of the EES Department that pertain to graduate education.
- 1.2.1.2.** Information regarding these regulations can be found in the Graduate Catalog (<http://www.uta.edu/gradcatalog/toc.php>).
- 1.2.1.3.** Graduate school deadlines for submitting these, examination results and applications for graduation are listed in the Graduate School Calendar (<http://grad.uta.edu/aboutcalendar>).
- 1.2.1.4.** During the first year of residence, the student must select a research advisor (supervising professor). This will likely be the faculty member who agreed to supervise the student at the time of admission. However, by the end of the first year in the program the student can choose somebody else.
- 1.2.1.5.** Four additional members of the faculty must be chosen to serve as the supervising committee members.

- 1.2.1.6.** The members can be changed if decided upon following discussions between the student and the supervising professor.
- 1.2.1.7. DROP POLICY** - Timeframe: after Drop Deadline for semester in which student is requesting to drop class(es) Process: Advisor gives student one form per class. Student must obtain signatures per the form as well as provide documentation of extenuating circumstances to justify late withdrawal. Semester Withdrawals for Medical Reasons: This form is not used for total semester withdrawals due to medical reasons. Those types of requests should be emailed to the Dean of Students office at deanofstudents@uta.edu.

### **1.2.2. PhD COURSE GRADES**

- 1.2.2.1.** To remain in good standing, students must maintain a B average, GPA of 3.0 or better each semester.
- 1.2.2.2.** A student cannot graduate with an overall GPA and an EVSE course enrollment GPA of 3.0
- 1.2.2.3.** For graduate students, a D is considered a failing grade and the course cannot be used for degree requirements.
- 1.2.2.4.** Graduate course enrollment must be continuous from the time of first registration unless a leave of absence is granted.
- 1.2.2.5.** A student who does not maintain continuous enrollment will be dropped from the Graduate Program and will have to apply to be reinstated
- 1.2.2.6.** EVSE 6399 - is the most basic dissertation course and is repeatable. It is essential to note that this course only has graded options of R and F. P grades cannot be assigned (see enrollment section)
- 1.2.2.7.** PhD students must earn a grade of P in a dissertation course when he or she defends his or her dissertation successfully.
- 1.2.2.8.** A student should be given a P grade only when the student has passed the defense unconditionally, has completed the dissertation no further edits are required. No exceptions.
- 1.2.2.9.** An R grade is "Research in Progress". A grade of R should be given when the student has not unconditionally passed their defense and needs to register for further dissertation hours to do so. There is no negativity associated with an R grade as it counts neither positively nor negatively on the student's record and has no effect on GPA.
- 1.2.2.10.** An F grade in the dissertation course means the student has failed to meet reasonable performance/progress expectations. A decision must be made

whether the student receiving an F should be allowed to continue doctoral studies.

### **1.2.3. DEGREE WORK PLAN REQUIREMENTS**

**1.2.3.1.** A Degree Plan Worksheet (i.e. a form which lists anticipated courses to be completed to satisfy degree requirements) must be completed during the first semester of full-time work on the PhD degree but no later than the completion of the first 12 hours of graduate work.

#### **1.2.3.2. A Tentative Degree Plan Worksheet**

**1.2.3.2.1.** This should include any approved transfer credit, courses in progress, and courses required by the department, including leveling courses, to satisfy requirements of the degree.

#### **1.2.3.3. A Final Degree Plan Worksheet**

**1.2.3.3.1.** This is prepared during the student's last semester, when all courses have been completed or are in progress, and the final program defense and graduation are anticipated.

**1.2.3.3.2.** The Final Degree Plan Worksheet requires the signature of each of the supervisory committee members, the Chairman of the Graduate Studies Committee in Environmental and Earth Sciences and the Graduate Advisor.

**1.2.3.3.3.** Before preparing the Final Degree Plan Worksheet, the students should obtain a current MAP form from the EES Department Office. An Example of a MAP is set out in Appendix III (this is for a PhD student whose concentration is in Planning)

**1.2.3.3.4.** Classes entered on the Degree Plan Worksheet to fulfill particular degree requirements should agree with the same designations on the MAP form. Including transfer courses if applicable

**1.2.3.3.5.** Any discrepancies should be resolved in consultation with the Graduate Advisor

### **1.2.4. MILESTONES AGREEMENT**

**1.2.4.1.** The milestone agreement is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these

milestones. Advisors are expected to work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Details of this Milestone Agreement and the completion requirements are set out in Appendix IV.

---

### **1.3. PhD TIMELINES**

#### **1.3.1. *THE “9-6-3” RULE***

- 1.3.1.1.** The “9-6-3 rule” states that students supported by an assistantship will receive tuition support for 9 credit hours before the Comprehensive Exam, for 6 credit hours after passing the exam, and for 3 credit hours in the last semester.
- 1.3.1.2.** Tuition for any additional hours must be paid by the student or their department. For example, an international student, needs to register at least 9 credit hours, if the student registers for 11 credit hours in a semester, the extra 2 credit hours must be paid for by the student
- 1.3.1.3.** A second constraint is the “5-year rule”, stating that University support for doctoral students on assistantships is limited to 5 years. As of fall 2016 this is a three year rule.
- 1.3.1.4.** A third constraint is the “99-hour rule”, which comes in two forms. State law dictates that once a doctoral student has exceeded both 99 credit hours and 14 long semesters of enrollment, they must pay non-resident tuition. The second form of the “99-hour rule” is an emerging University policy whereby accumulation of 99 credit hours will be used as a limit to the length of support on an assistantship, in addition to the grandfather “5-year rule”.
- 1.3.1.5.** The effect of these policies is that doctoral students who take longer than 5 years to complete, or who accumulate more than 99 credit hours, are at a high financial risk in the later years of their studies.
- 1.3.1.6.** The Comprehensive Exam now plays a particularly significant role in the emerging economics of a doctoral degree at UTA. University policy states that the Comprehensive Exam marks a transition from primarily taking formal courses, to primarily working on dissertation research. The “9-6-3” rule is based on the logic that once the Comprehensive Exam has been passed, students no longer need to take as many credit hours because their coursework is over, and the default expectation is that they will take only dissertation credits.
- 1.3.1.7.** The timing of this transition from coursework to dissertation research has a high impact on the number of credit hours accumulated during graduate studies. It also has a high impact on the amount of time nominally available for dissertation research within a 5-year degree completion constraint. While dissertation research usually does (and should) commence prior to the Comprehensive Exam, much of the hard work of the dissertation (including its writing) comes after the exam.



**1.3.1.8.** The table below presents some scenarios of enrollment and credit hour accumulation over 5 years of graduate study. The scenarios assume that the Comprehensive Exam is passed in the spring of year 5, 4, 3, or 2 of study. This also assumes that the student has an assistantship year round and thus enrolls in both long semesters and the summer session. The enrollment in long semesters follows the “9-6-3 rule”, and summer enrollment is at the 6 hour requirement. Completion is assumed to occur in the summer of year 5, for which enrollment at 3 hours occurs

### **1.3.2. TIME LIMITS**

**1.3.2.1.** PhD students are expected to complete their degree “within four years after the student unconditionally passes the comprehensive exam”.

**1.3.2.2.** Once a student arrives at the 99 hours mark, they have two years to finish or state law makes them ineligible for in-state tuition.

<b>9-hours all long semesters</b>				
	Fall	Spring	Summer	Cumulative
Year 1	9	9	6	24
Year 2	9	9	6	48
Year 3	9	9	6	72
Year 4	9	9	6	96
Year 5	9	9	3	117
<b>6-hours after year 4</b>				
	Fall	Spring	Summer	Cumulative
Year 1	9	9	6	24
Year 2	9	9	6	48
Year 3	9	9	6	72
Year 4	9	9	6	96
Year 5	6	6	3	111
<b>6 hours after year 3</b>				
	Fall	Spring	Summer	Cumulative
Year 1	9	9	6	24
Year 2	9	9	6	48
Year 3	9	9	6	72
Year 4	6	6	6	90
Year 5	6	6	3	105
<b>6 hours after year 2</b>				
	Fall	Spring	Summer	Cumulative
Year 1	9	9	6	24
Year 2	9	9	6	48
Year 3	6	6	6	66
Year 4	6	6	6	84
Year 5	6	6	3	99

### **1.3.3. DS-PRO**

- 1.3.3.1.** DS-PRO (the Doctoral Student Progress Report Online) is an online tool that allows doctoral students and professors at UT Arlington to collaboratively set goals, then monitor and report on their progress toward those goals
- 1.3.3.2.** Users of DS-PRO create a concrete, permanent record of expectations and intentions, providing a kind of roadmap that guides a student along the path leading toward a degree.
- 1.3.3.3.** While DS-PRO is an online “advisement” system, in-person interaction between students and advisors may be of considerable help in completing DS-PRO tasks in a matter satisfactory to both.
- 1.3.3.4.** The system is not intended to be a substitute for face-to-face interaction or to reduce the importance or necessity of on-going dialog.
- 1.3.3.5.** At a minimum, the contents of DS-PRO may encourage, inform and permanently record key elements of these discussions.
- 1.3.3.6.** PhD students should be enrolled at least by the second year in the program.

### **1.3.4. BENCHMARK PhD EXAMINATIONS**

- 1.3.4.1.** All PhD students are required to pass three specific progress benchmarks. These are:
  - 1.3.4.1.1.** the Diagnostic Evaluation
  - 1.3.4.1.2.** the Comprehensive Examination
  - 1.3.4.1.3.** the Dissertation Defense
- 1.3.4.2. Diagnostic Evaluation**
  - 1.3.4.2.1.** The Diagnostic Evaluation should be taken at the end of the student’s first year in the program, and certainly no later than after completion of 18 semester hours of coursework while enrolled in the PhD program.
  - 1.3.4.2.2.** During the student's first year of doctoral program work the student must demonstrate potential to successfully complete a degree program. The method of assessing the student's potential will be determined by the Supervising Committee and will be in the form of an oral examination, personal interviews with faculty members, successful completion of certain courses in the first semester of residence, or by any combination of these methods
  - 1.3.4.2.3.** The supervising committee will administer a Diagnostic Exam designed to discover student strengths and weaknesses.
  - 1.3.4.2.4.** The exam will be used to design and approve a course program for the student.
  - 1.3.4.2.5.** The student should present some notional idea of the future direction of their research under their supervising professor

- 1.3.4.2.6.** The student should provide the committee (through presentation) information on their graduate course work previously completed and on any relevant professional development in the area of study.
- 1.3.4.2.7.** The committee may make recommendations for additional course work that they deem appropriate for the student in order to prepare the student to embark on doctoral research.
- 1.3.4.2.8.** Results of the diagnostic evaluation might be:
  - 1.3.4.2.8.1.** Approval to continue in the doctoral program;
  - 1.3.4.2.8.2.** Approval to continue with specified remedial work;
  - 1.3.4.2.8.3.** Failure, but with permission for assessment through a second diagnostic evaluation after a specified period;
  - 1.3.4.2.8.4.** Failure and termination in the program. The student must be enrolled in the graduate program in the term in which he/she completes the diagnostic evaluation.
- 1.3.4.2.9.** The advisor should submit the completed Diagnostic Evaluation Report to the Office of Admissions, Records, and Registration. Email scans of forms are acceptable and send to [gradteam@uta.edu](mailto:gradteam@uta.edu)
- 1.3.4.3. Comprehensive Examination (Dissertation Proposal Defense)**
  - 1.3.4.3.1.** Students are eligible to take the comprehensive examination after giving evidence to their doctoral committee of adequate academic achievement by having completed all or most coursework requirements for a degree as set forth by the examining committee including:
    - 1.3.4.3.1.1.** All leveling courses specified for the student in the Diagnostic Evaluation
    - 1.3.4.3.1.2.** Any Deficiencies lacking at the time of, but required for, entrance into the program
    - 1.3.4.3.1.3.** Program language requirement
  - 1.3.4.3.2.** The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on dissertation research and preparation.
  - 1.3.4.3.3.** The student must be enrolled in the term in which he/she takes the comprehensive examination.
  - 1.3.4.3.4.** A student must submit a request to take the Comprehensive Examination and the request must indicate the time, place, and form (oral) of the examination and include signatures of all members of the examining committee
  - 1.3.4.3.5.** Format of the Comprehensive Examination
    - 1.3.4.3.5.1.** The comprehensive examination is an oral exam conducted by the oral committee, but open to all faculty members.
    - 1.3.4.3.5.2.** The examination focuses on knowledge in those areas necessary for the student's dissertation research and, ultimately, the student's profession.

**1.3.4.3.5.3.** The student may provide some pilot data in the presentation relating to the proposed doctoral research, however the Comprehensive Examination is for the Supervising Committee to judge the appropriateness of the proposal. This being the case, the student should not have embarked on research in any significant way before the Comprehensive Examination. This is not appropriate as the Supervising Committee might decide on changes to the proposal (research plan) after the proposal defense.

**1.3.4.3.6. Written Proposal**

**1.3.4.3.6.1.** The student is expected to prepare a Dissertation Research Proposal containing with sufficient detail to allow the supervising committee to evaluate the scientific merits, feasibility of completion, and the candidate's understanding of and ability to apply proposed data gathering techniques.

**1.3.4.3.6.2.** This proposal should be submitted to the committee two weeks before the comprehensive examination. It should be formatted or containing as follows:

- 1.3.4.3.6.2.1. The proposal must be double-spaced throughout
- 1.3.4.3.6.2.2. The document should have 1 inch margins (to allow for written comments when committee members review the proposal)
- 1.3.4.3.6.2.3. A Cover page with proposal title and the student's name and date.
- 1.3.4.3.6.2.4. An Abstract (usually less than 500 words).
- 1.3.4.3.6.2.5. Introduction: statement of the problem(s) and importance/ significance.
- 1.3.4.3.6.2.6. History of Previous Research on this Topic (what others have done). This provides an important historical perspective to the research.
- 1.3.4.3.6.2.7. Objectives and expected outcomes (hypothesis to be tested) of the Proposed Research
- 1.3.4.3.6.2.8. Research Design and Procedures
- 1.3.4.3.6.2.9. References Cited in Proposal text.

**1.3.4.3.7. Oral Presentation**

**1.3.4.3.7.1.** The student will orally present the Research Proposal to the Supervising Committee and other members of the audience present.

**1.3.4.3.7.2.** The student should provide sufficient information in the proposal so that the supervising committee fully understands the nature and scope of the proposed research.

**1.3.4.3.7.3.** A time should be set aside for questioning the student after the student's oral presentation.

- 1.3.4.3.7.4.** Non-Supervising Committee members who are in the audience may ask questions of the student after the Oral Presentation. These non-committee members in the audience have no input in the decision making process for this examination, and are asked to leave the room once non-committee member questioning has ceased.
- 1.3.4.3.7.5.** When the general audience has left, the Supervising Committee members may ask questions of the student about the student's proposed research.
- 1.3.4.3.7.6.** Upon completion of questioning by the Supervising Committee the student will be asked to leave the room so that the committee can consider the student's case.

**1.3.4.3.8. Comprehensive Examination Outcome**

- 1.3.4.3.8.1.** Unconditional pass and recommendation to proceed to the next phase of the program;
- 1.3.4.3.8.2.** Approval to remain in the program, but required to meet certain specified additional criteria;
- 1.3.4.3.8.3.** Failure, but with permission to retake the examination after a period specified by the examining committee; or
- 1.3.4.3.8.4.** Failure and dismissal from the program.

**1.3.4.4. Candidacy**

- 1.3.4.4.1.** Upon passing the comprehensive exam the student enters PhD Candidacy.
- 1.3.4.4.2.** All requirements for the doctoral degree must be completed within four years after the student enters PhD Candidacy (i.e., unconditionally passes the comprehensive exam).

**1.3.4.5. Dissertation Defense**

**1.3.4.5.1. Timeline**

- 1.3.4.5.1.1.** A final Dissertation Defense examination is required of all doctoral degree candidates.
- 1.3.4.5.1.2.** The defense of a dissertation must be scheduled during the semester in which the student intends to graduate.
- 1.3.4.5.1.3.** The UTA Office of Records and Registrations posts deadlines by which students are to hold their defense and by which the defense report must be submitted to their office.
- 1.3.4.5.1.4.** A student may defend after a deadline has passed only by making a specific request through their department and college and receiving approval by the Office of Admissions, Records and Registration. Approval to defend after the deadline is not automatic.
- 1.3.4.5.1.5.** Before the defense the candidate must provide the supervising professor a copy of the dissertation at least one month before the

defense so that a supervisor- approved version can then be distributed

**1.3.4.5.1.6.** The candidate must provide a completed copy of the dissertation to each member of the supervisory committee two weeks prior to the scheduled defense.

**1.3.4.5.1.7.** At least one week prior to the defense, a copy of the dissertation must be given to the graduate advisor so that interested faculty and students may read the work.

#### **1.3.4.6. Dissertation Document Format**

**1.3.4.6.1.** The Dissertation format may be article-based or monograph-based.

**1.3.4.6.2.** The format and content of the dissertation are the responsibility of the student and the dissertation committee (mechanical checks of the dissertation are no longer required).

**1.3.4.6.3.** Examples of both article-based and monograph-based dissertations are set out with elements of style in Appendix XV. The formats in this appendix are preferred by the EES graduate program. Deviations from these formats must be approved by the students committee and the EES Graduate Studies Committee.

**1.3.4.6.4.** The same information as in the appendix can be found at <https://www.uta.edu/gradstudies/admitted/resources/Thesis%20and%20Dissertation%20Manual.php>

#### **1.3.4.7. Dissertation Defense Format**

**1.3.4.7.1.** The dissertation defense consists of an oral presentation of the dissertation research and content.

**1.3.4.7.2.** The dissertation defense will be a public, oral examination open to all members (faculty, students and invited guests) of the University community.

**1.3.4.7.3.** The questioning of the candidate will be generally directed by the student's supervisory committee, but any person attending the defense may participate in the examination.

**1.3.4.7.4.** After the questions from the non-committee audience members are concluded the non-committee audience is invited to leave after which the Supervising Committee continues discussion with the candidate.

**1.3.4.7.5.** Upon completion of questioning by the Supervising Committee the student will be asked to leave the room so that the committee can deliberate.

#### **1.3.4.8. Dissertation Defense Outcome**

**1.3.4.8.1.** Following Supervising Committee deliberation, the committee will judge whether the candidate has:

**1.3.4.8.1.1.** Passed unconditionally

- 1.3.4.8.1.2. Passed conditionally upon meeting specified additional requirements
- 1.3.4.8.1.3. Failed with permission to retake the defense after a period of time specified by the supervisory committee
- 1.3.4.8.1.4. Failed and is dismissed from the program

#### **1.3.4.9. Dissertation Defense Report**

- 1.3.4.9.1. A Dissertation Defense Report indicating the results of the defense must be filed in the Graduate School no later than five working days after the defense, irrespective of the outcome.
  - 1.3.4.9.2. This report must be signed by all voting members of the examining committee
  - 1.3.4.9.3. Preparation and filing of the report is the responsibility of the Graduate Advisor.
- 

### **1.4. ENROLLMENT**

#### **1.4.1. GENERAL POLICIES**

- 1.4.1.1. All PhD students take graduate courses (Numbers 5000-6999 (6000 are considered PhD level courses)).
- 1.4.1.2. With approval of the student's committee, up to 25% of the course work maybe senior-level undergraduate courses (numbers 4000-4999).
- 1.4.1.3. Graduate course enrollment must be continuous from the time of first registration unless a leave of absence is granted.
- 1.4.1.4. A student who does not maintain continuous enrollment will be dropped from the Graduate Program and will have to apply to be reinstated
- 1.4.1.5. Registration in an independent study, research, or similar course implies an expected level of effort on the part of the student that is at least equivalent to that of an organized course of the same credit value.
- 1.4.1.6. Doctoral students will not be required to register for more than nine credit hours during any term with these exceptions:
- 1.4.1.7. Doctoral students who are enrolled in nine credit hours of organized courses and who are also doing research related to their dissertation may be required to register for up to three hours of research for a total of 12 credit hours.
- 1.4.1.8. Doctoral students supported as a graduate research or teaching assistants may be required to register for 12 credit hours (no more than nine credit hours to be in organized courses), as determined by the students' graduate program.
- 1.4.1.9. Doctoral students who are required to register solely to satisfy the continuous enrollment requirement may register 3 credit hours during each term.

- 1.4.1.10.** Doctoral students may not register for more than 12 semester hours in a term unless such registration is approved by the student's graduate advisor.
- 1.4.1.11.** A doctoral student working on a dissertation should be enrolled in an appropriate 6399 or 7399 dissertation course. Once the student is enrolled in a dissertation course, continuous enrollment is required.
- 1.4.1.12.** A student receiving advice and assistance from a faculty member in the preparation of a dissertation must register in the course even if the student is not on campus.
- 1.4.1.13.** Doctoral students must enroll in the appropriate 6699, 6999 or 7399 Dissertation Completion course the semester in which the dissertation is defended. Students typically enroll in these courses defend and apply for graduation in the same term. The Dissertation Completion course (7399) may only be taken once and cannot be repeated.

#### **1.4.2. INITIAL AND ONGOING ENROLLMENT**

- 1.4.2.1.1. Request for RESEARCH, THESIS, DISSERTATION** – there is a formal process for requesting a course number be opened under a supervising professor in order to undertake independent study. The request form is set out in Appendix V.
- 1.4.2.2.** Registration in an independent study, research, or similar course implies an expected level of effort on the part of the student that is at least equivalent to that of an organized course of the same credit value.
- 1.4.2.3.** Doctoral students must register for a minimum total of 9 hours of dissertation research over the course of their programs of work.
- 1.4.2.4.** These hours may be accumulated over several semesters or completed in a single term.
- 1.4.2.5.** Doctoral students must be enrolled in 9 hours while completing organized coursework and
- 1.4.2.6.** Doctoral students who are required to register solely to satisfy the continuous enrollment requirement may register 3 credit hours during each term (usually an option for part-time/ self-funded students).
- 1.4.2.7.** Doctoral students may not register for more than 12 semester hours in a term unless such registration is approved by the student's graduate advisor.

#### **1.4.3. CANDIDACY ENROLLMENT**

- 1.4.3.1.** Doctoral Students must be enrolled in 6 hours while exclusively enrolled in dissertation research in order to be considered full time except in the term they designate as their “completion term.”
- 1.4.3.2.** Students should be enrolled in the course that best exemplifies the number of hours spent working on the dissertation; either three hours by enrolling in EVSE 6399, six hours by enrolling in EVSE 6699, or nine hours by enrolling in EVSE 6999.



- 1.4.3.3.** Once a PhD student begins enrolling in dissertation hours, they are expected to continue enrolling in dissertation hours until the degree is earned. Students are expected to enroll if he or she is conducting dissertation research.
- 1.4.3.4.** A student receiving advice and assistance from a faculty member in the preparation of a dissertation must register in the course even if the student is not on campus. The student should register under an appropriate course under that faculty members name (enrolling in a section under some other faculty members name is inappropriate).
- 1.4.3.5.** There are three options for 6000 level dissertation registration:
  - 1.4.3.5.1.** EVSE 6399 - is the most basic dissertation course and is repeatable. It is essential to note that this course only has graded options of R and F. P grades cannot be assigned in this course therefore dissertation defenses must not be conducted when a student is enrolled exclusively in a 6399 course. It is a requirement for graduation that a student be awarded a P grade when he or she defends successfully. This course does not allow that grading option.
  - 1.4.3.5.2.** EVSE 6699 - this course is repeatable and also gives an option of P, F, or R. It should be taken when a student expects to work approximately 6 hours per week on their dissertation. Students can enroll in this course, defend their dissertations successfully and receive the required P grade.
  - 1.4.3.5.3.** EVSE 6999 - this course is repeatable and also gives an option of P, F, or R. It should be taken when a student expects to work approximately 9 hours per week on their dissertation.

#### **1.4.4. THE COMPLETION TERM ENROLLMENT**

- 1.4.4.1.** This is typically the term in which a student successfully defends his or her dissertation, fully completes all degree requirements and graduates.
- 1.4.4.2.** Doctoral students must enroll in a minimum of 3 dissertation hours (EVSE 7399) in the term designated as their completion term. Students may designate only one term as the completion term.
- 1.4.4.3.** Alternatively, students may complete and defend their dissertations while enrolled in 6 or 9- hour dissertation courses (EVSE 6699 or EVSE 6999).
- 1.4.4.4.** Doctoral students who do not graduate at the end of their completion term will receive a grade of R, W or F and must enroll in a minimum of 6 hours of dissertation research (EVSE 6699 or EVSE 6999) every term until graduation.
- 1.4.4.5.** Students enrolled in the completion term meet enrollment requirements for holding fellowships awarded by Office of Graduate Studies and GTA or GRA positions by enrolling in the 3-hour completion term dissertation course.
- 1.4.4.6.** Students who wish to remain eligible in their final semester of study for grants, loans or other forms of financial aid administered by the Financial Aid Office must enroll in a minimum of 5 hours each term as required by the Office of Financial Aid.
- 1.4.4.7.** Other funding sources may also require more than 3-hours of enrollment.

- 1.4.4.8.** Students should consult with the Office of Financial Aid and other funding agencies to be certain they enroll in sufficient hours to retain support
-

## **1.5. SUPERVISING COMMITTEE**

- 1.5.1. Historically, in the EES doctoral program, a five-member supervising committee could separately be formed for each of the program evaluations (for the diagnostic the initial committee consisted of four faculty members and the supervising professor, for the comprehensive, the examining committee consisted of five members from UTA, all of whom must have been Full or Associate Members of the graduate faculty, and for the Dissertation defense the supervisory committee contained five members, all of whom must have been Full or Associate Members of the graduate faculty)
  - 1.5.2. Currently, in the EES program, the goal is to have the three committees include the same five members. Retaining the same members on all three committees will ensure continuity of advisement, direction and design of a student's program and dissertation research. All faculty serving on the committees must be full or associate members of the Graduate Faculty of the University.
  - 1.5.3. At least three members of the committee must be Full or Associate members of the Graduate Faculty of the Program in Environmental and Earth Sciences
  - 1.5.4. At least two members must be from a department outside that of the student's supervising professor.
  - 1.5.5. Outside examiners from institutions other than UTA may serve as a sixth (non-voting member) member of a committee, or as one of the five voting members of the committee
  - 1.5.6. Outside (of UTA) committee members can sit on the committee if nominated by the EES Graduate Studies Committee and approved by the Graduate Studies Office.
  - 1.5.7. Individuals who are not full or Associate Members of the graduate faculty, can be nominated for the Associate membership (See Appendix XI).
- 

## **1.6. MENTORING**

### **1.6.1. *EES MENTORING OPPORTUNITIES***

- 1.6.1.1. The EES Program's Advisory Council has 15 members drawn from public and private organizations including federal, state, and local government agencies, large industrial firms, and smaller consulting firms. Since 2006. The members have provided mentoring.
  - 1.6.1.2. Formally, mentoring is a one-year experience, but many relationships have extended over longer periods of time. The Council also holds an annual Panel Discussion on Environmental Careers.
  - 1.6.1.3. Mentoring opportunities should be discussed with the Chairman of the EES Graduate Studies Committee.
-

## **1.7. GRADUATION AND COMMENCEMENT**

### **1.7.1. *GRADUATION***

- 1.7.1.1.** Students wishing to receive their degree from UTA must apply for graduation via their Student Service Center page in MyMav. An email is sent to the student the next day as confirmation that the application was received.
- 1.7.1.2.** The posting of the graduation fee is a manual process. Students should allow at least 10 business days for the fees to appear. The fee(s) can be paid in MyMav in the same fashion students pay other fees on their accounts.
- 1.7.1.3.** Students are encouraged to meet with their academic advisor to insure that they will meet degree plan requirements in a timely way to allow graduation.
- 1.7.1.4.** Once final grades post for the semester, the Graduation Team runs the processes that award or deny the degree based on the students' Maverick Academic Progress (MAP).
- 1.7.1.5.** Neither the graduation application nor graduation fees are transferable to a subsequent semester; therefore, if a student does not meet degree requirements in the semester indicated in the initial application, a new application must be filed for the semester of graduation and the appropriate fees paid again. Graduation applications and fees are non-refundable and non-transferrable.
- 1.7.1.6.** Students who fail to apply for graduation by the specified deadlines may apply late by completing the Application for Graduation (Appendix X) and paying a late fee. Applications for graduation will be accepted with a late fee for 30 calendar days after the deadline for applying for graduation. After that date, no applications will be accepted and students must apply for graduation for a subsequent semester. Applicants for graduation will be billed the Graduation Application fee and, as appropriate, the late graduation application fee. Again, graduation charges are non-transferable and non-refundable.

### **1.7.2. *DIPLOMAS***

- 1.7.2.1.** Diplomas are mailed to students who meet degree requirements and who don't have holds on their accounts.
- 1.7.2.2.** Diplomas are printed out-of-state and mailed to the student's Mailing Address in MyMav. (Note: there is an address designation of "Diploma Address" but that address is not used).
- 1.7.2.3.** Diplomas will be issued approximately 6-8 weeks after commencement ceremonies, and will be sent to graduates via USPS mail. Graduates with account balances or transcript or any diploma holds must clear these before their diploma can be released for mailing. Diplomas are only kept and

available for mailing for one (1) year after graduation. After one year, the graduate will need to order a replacement diploma.

### **1.7.3. *DEGREE CONFERRAL AND COMMENCEMENT***

- 1.7.3.1.** Degrees are awarded at the end of the fall semester (December), spring semester (May)
  - 1.7.3.2.** Students who graduate in a summer term generally are allowed to participate in the following fall ceremony.
  - 1.7.3.3.** Formal commencement ceremonies are held within the college or school in which the degree is earned. Students should contact the Office of the Dean of their department for information concerning the commencement ceremonies.
  - 1.7.3.4.** It should be noted that the ceremonies regularly occur before final grades are posted for the term. As such, there are no diplomas distributed at the ceremonies.
- 

### **1.8. EXIT INTERVIEW**

- 1.8.1.** Students are requested to schedule an exit interview with the Chair of the program's Graduate Studies Committee, so that the program faculty can obtain feedback about students' experience the program. The exit interview questionnaire is set out in Appendix XIV. If a face-to-face interview cannot be arranged, completion of this questionnaire is required. Upon completion the form should be forwarded to the graduate advisor.
- 

### **1.9. DISSERTATION PUBLIC ACCESS AND DISSERTATION EMBARGO**

- 1.9.1.** Dissertations completed by UT Arlington students are archived electronically with UMI/Proquest and in the Central Library. Thus, these documents are available to the interested public, unless the student's thesis or dissertation supervisor formally requests that public access be temporarily blocked for reasons such as pending patent applications, contractual restrictions, or other issues that would make immediate publication inappropriate or illegal. Public access to this information may be blocked for up to two years. Contact the Office of Graduate Studies Thesis and Dissertation Specialist for additional information.
- 1.9.2.** A thesis embargo might be applied if a thesis was completed with a non-disclosure agreement that restricts public access for some period of time (e.g., one year). For a new submission, the student will have the option to select a one year embargo

period when they upload their thesis into Vireo, the ETD system. It is the responsibility of the student to embargo the thesis.

---

**APPENDIX I**  
**Graduate Courses Listed**  
**In the Catalog**

### **EVSE Courses \* (and GEOL cross listing)**

EVSE 5100 - SELECTED TOPICS IN ENVIRONMENTAL SCIENCE AND ENGINEERING

EVSE 5120-ENVIRONMENTAL PROFESSIONAL MENTORING & BUSINESS ETHICS

EVSE 5200- SELECTED TOPICS IN ENVIRONMENTAL & EARTH SCIENCES

EVSE 5294 - INDIVIDUAL PROBLEMS IN ENVIRONMENTAL & EARTH SCIENCES

EVSE 5300/GEOL - SELECTED TOPICS IN ENVIRONMENTAL & EARTH SCIENCE (E.G., GEOLOGY AND HEALTH)

EVSE 5309 - ENVIRONMENTAL SYSTEMS-BIOLOGICAL ASPECTS

EVSE 5310-ENVIRONMENTAL SYSTEMS-CHEMICAL ASPECTS

EVSE 5311- ENVIRONMENTAL SYSTEMS-GEOLOGICAL ASPECTS

EVSE 5315 - PROFESSIONAL EXPERIENCE

EVSE 5320 -TOXICOLOGY

EVSE 5321 - HEALTH RISK ASSESSMENT\*\*

EVSE 5322 - ENVIRONMENTAL RISK ASSESSMENT\*\*

EVSE 5323 - ISSUES IN ENVIRONMENTAL HEALTH

EVSE 5350 - CONTAMINANT HYDROGEOLOGY

EVSE 5351- GEOMORPHOLOGY & QUATERNARY STRATIGRAPHY OF SEDIMENTARY SYSTEMS\*\*99

EVSE 5352 - OCEANOGRAPHY

EVSE 5394 - INDIVIDUAL PROBLEMS IN ENVIRONMEN AL & EARTH SCIENCES

EVSE 5395 - MASTER'S PROJECT

EVSE 5398/5698/5998 - THESIS

EVSE/GEOL 5405 - METEOROLOGY AND CLIMATOLOGY

EVSE/GEOL 5455 - MATHEMATICAL MODELING OF ENVIRONMENTAL QUALITY SYSTEMS.

EVSE 6100 - SEMINAR IN ENVIRONMENT AL & EARTH SCIENCES

EVSE 6197/6297/6397/6697/6997 - RESEARCH IN ENVIRONMENTAL & EARTH SCIENCES

EVSE 6399/6699/6999 - DISSERTATION

EVSE 7399 - DOCTORAL DEGREE COMPLETION

\*5000 level courses are applicable to MS students in the program, 5000 and above are applicable to PhD students in the program

\*\*Not currently available



**GEOL Courses**

GEOL 5301 - ENVIRONMENTAL GEOCHEMISTRY AND GEOLOGY  
GEOL 5303 - UNDERSTANDING GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
GEOL 5306 - ENVIRONMENTAL GEOLOGY  
GEOL 5308 - PALEOCLIMATE AND CLIMATE CHANGE  
GEOL 5325. PALEOCLIMATOLOGY AND PALEOOCEANOGRAPHY  
GEOL 5348 - MARINE GEOLOGY  
GEOL 5455 - MATH MODELING OF ENVIRONMENTAL QUALITY SYSTEMS  
GEOL 5428 - HYDROGEOLOGY  
GEOL 5371 - BASIN ANALYSIS  
GEOL 5370 - SEDIMENTARY SYSTEMS  
GEOL 5324 - GEOGRAPHIC DATA ANALYSIS PROJECT  
GEOL 4331/5321 - ANALYSIS OF SPATIAL DATA  
GEOL 4330/5320 - UNDERSTANDING GEOGRAPHIC INFORMATION SYSTEMS  
GEOL 5190 - GEOSCIENCE INTERNSHIP  
GEOL 5180 - PROFESSIONAL ORIENTATION AND BUSINESS ETHICS  
GEOL 5181/5281/5381 RESEARCH IN GEOLOGY  
GEOL 5199 - TECHNICAL SESSIONS  
GEOL 5398/5698/5998 - THESIS  
GEOL 5313 - CARBONATE PETROLOGY  
GEOL 5365 - TOPICS IN GEOLOGY  
GEOL 5342 - MICROFOSSILS  
GEOL 5345 - PETROLEUM GEOLOGY  
GEOL 5372 - STRUCTURALGEOMETRY AND TECTONICS OF PETROLEUM FIELDS  
GEOL 5373 - RESERVOIR CHARACTERIZATION  
GEOL 5374 - SEISMIC INTERPRETATION  
GEOL 5375 - INTRODUCTION TO WELL LOG, INTERPRETATION AND MAPPING  
GEOL 5354 - ANALYTICAL METHODS  
GEOL 5369 - SEQUENCE STRATIGRAPHY

### Partnering (COS) Department's elective courses

BIOL 3310 - BIOLOGY OF TEXAS  
 BIOL 3341 - ENTOMOLOGY  
 BIOL 3455 - INVERTEBRATE ZOOLOGY  
 BIOL 3457 - GENERAL ECOLOGY  
 BIOL 4444 - VERTEBRATE NATURAL HISTORY  
 BIOL 5306 - BIOENERGETICS  
 BIOL 5314 - BIOMETRY  
 BIOL 5315 - COMMUNITY ECOLOGY  
 BIOL 5320 - BIOGEOGRAPHY  
 BIOL 5321 - QUANTITATIVE ECOLOGICAL ANALYSIS  
 BIOL 5328 - LANDSCAPE ECOLOGY  
 BIOL 5325 - PLANT ECOLOGY  
 BIOL 5326 - WETLANDS ECOLOGY  
 BIOL 5333 - BIOLOGICAL MODELING  
 BIOL 5339 - ENVIRONMENTAL PHYSIOLOGY  
 BIOL 5342 - ICHTHYOLOGY  
 BIOL 5345 - ORNITHOLOGY  
 BIOL 5348 - ENVIRONMENTAL BIOLOGY  
 BIOL 5350 - CONSERVATION BIOLOGY  
 BIOL 5351 - ENVIRONMENTAL MICROBIOLOGY  
 BIOL 5354 - LIMNOLOGY  
 BIOL 5355 - AQUATIC BIOLOGY  
 BIOL 5361 - ADVANCED BIOMETRY  
 BIOL 5362 - EXPERIMENTAL DESIGN

CHEM 5308 - DETERMINATION OF MOLECULAR STRUCTURE BY PHYSICAL METHODS  
 CHEM 5319 - GENERAL BIOCHEMISTRY I  
 CHEM 5461 - ANALYTICAL INSTRUMENTATION  
 CHEM 6203 - REGULATORY ASPECTS OF THE CHEMICAL INDUSTRY  
 CHEM 5309 - ORGANIC CHEMISTRY I  
 CHEM 5310 - ORGANIC CHEMISTRY II  
 CHEM 5311 - ANALYTICAL CHEMISTRY  
 CHEM 5315 - INORGANIC CHEMISTRY  
 CHEM 5320 - GENERAL BIOCHEMISTRY II  
 CHEM 5321 - METABOLISM AND REGULATION  
 CHEM 5325 - ENZYMOLOGY  
 CHEM 5350 - ADVANCED POLYMER CHEMISTRY  
 CHEM 6201 - UNIT OPERATIONS  
 CHEM 6202 - PRINCIPLES OF INDUSTRIAL CHEMISTRY

PLAN 4305 – FOUNDATIONS OF ENVIRONMENTAL PROTECTION AND SUSTAINABILITY  
 PLAN 5311 - ELEMENTS OF URBAN DESIGN  
 PLAN 5313 - URBAN GROWTH POLICIES  
 PLAN 5356 - GEOGRAPHIC INFORMATION SYSTEMS  
 PLAN 5353 - ENVIRONMENTAL LAW  
 PLAN 5304 - PLAN IMPLEMENTATION (Zoning, Subdivision Ordinances, Capital Budgets)  
 PLAN 5340 - SUITABILITY ANALYSIS  
 PLAN 5341 - ENVIRONMENTAL REGULATIONS: LAWS AND PLANNING  
 PLAN 5342 - URBAN ENVIRONMENTAL POLICY  
 PLAN 5350 - ENVIRONMENTAL PLANNING  
 PLAN 5363 - LEADERSHIP AND COMMUNICATION SKILLS IN PLANNING PROCESS  
 PLAN 5351 - TECHNIQUES OF ENVIRONMENTAL ASSESSMENT  
 PLAN 5357 - INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS  
 PLAN 5305 - LAND USE, MANAGEMENT AND DEVELOPMENT

CE 5318 - PHYSICAL-CHEMICAL PROCESSES I  
 CE 5319 - PHYSICAL-CHEMICAL PROCESSES II  
 CE 5329 - ENVIRONMENTAL RISK BASED CORRECTIVE ACTION  
 CE 6323 - HAZARDOUS WASTE MANAGEMEN  
 CE 5320 - SOLID WASTE MANAGEMENT  
 CE 5321 - ENGINEERING FOR ENVIRONMENTAL SCIENTISTS  
 CE 5325 - BIOLOGICAL PROCESSES  
 CE 5328 - FUNDAMENTALS OF AIR POLLUTION  
 CE 5322 - AIR POLLUTION METEOROLOGY AND CHEMISTRY  
 CE 5323 - AIR POLLUTION DISPERSION MODELING  
 CE 5324 - TRANSPORTATION AND AIR QUALITY  
 CE 5329 - ENVIRONMENTAL RISK BASED CORRECTIVE ACTION

IE 5318 - Advanced Statistics  
 MATH 5305 - Statistical Methods  
 MATH 5314 - Experimental Design  
 MATH 5355 - Applied Linear Models  
 MATH 5358 - Regression Analysis  
 MATH 5359 - Survival Analysis  
 MATH 5356 - Applied Multivariate Statistical  
 OPMA 5364 - Project Management  
 OPMA 5361 - Operations Management  
 PSYC 5347 - ENVIRONMENTAL PSYCHOLOGY  
 URPA 5300 - THE URBAN COMMUNITY  
 URPA 5301 - FOUNDATIONS OF URBAN POLITICS AND ECONOMICS

## **APPENDIX II**

### **Worksheet**

### Degree Plan Worksheet

(For internal use only - DO NOT submit to the Office of Graduate Studies)

Name of Candidate \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ UT Arlington ID Number \_\_\_\_\_

Degrees Held and Fields -----

Degree Sought \_\_\_\_\_

Type of Degree plan:      ☐ Thesis      ☐ Thesis Substitute      ☐ Non-Thesis      ☐ Dissertation

Dissertation/Thesis/Project Title \_\_\_\_\_

### UT Arlington CREDIT

Note: List courses in the order they were taken. Subject prefix and course number should correspond to those on the student's transcript. List **ONLY** Courses for which the grade, if any, is an A, B, C, or P. No grade of D, F, R, X or W should be included.

Subject Number	Course Title	Professor	Sem/Yr	Maj/Min	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Examination Requirement(s) \_\_\_\_\_ Date(s) satisfied \_\_\_\_\_

Language Requirement(s) \_\_\_\_\_ Date(s) satisfied \_\_\_\_\_

Other requirements assessed by the Committee and Date(s) of completion \_\_\_\_\_

### APPROVALS AND DATES

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Committee	Signature	Type Name	Date
Major Professor	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Graduate Studies Committee	Date	Graduate Advisor	Date
----------------------------	------	------------------	------

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UIS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code

**DEGREE PLAN WORKSHEET-CONTINUATION SHEET**

(Must be typewritten)

Name of Candidate (Student) \_\_\_\_\_

Date \_\_\_\_\_

Last

First

Middle

## TRANSFER CREDIT

(For Masters Degrees only- Maximum of 9 semester hours)\*

### Course Hours

[illegible]


**UT Arlington CREDIT**

Note: Subject Prefix and Course Number should correspond to those on the student's transcript. IC course has not been taken leave Professor and Grade blank.

Subject Number	Course Title	Professor	Sem/Yr	Maj/Min	Grade
----------------	--------------	-----------	--------	---------	-------

[illegible]

**\*Transfer credit may not be used to satisfy doctoral degree requirements. REC-06S (I 1/92)PP**

# **APPENDIX III**

## **Maverick Academic Progress Report (MAP) - Example**

# THE UNIVERSITY OF TEXAS AT ARLINGTON

## Maverick Academic Progress Report

Student ID: XXXXXXXXXX  
 Student Name: Joe Q. Public  
 Prepared On: 00/00/2000  
 Requested by Academic Advisor

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Doctoral Program	20?? Fall	Not Satisfied
Earth/Environ Sciences-PhD Major	20?? Fall	Not Satisfied

### UNIVERSITY DISCLAIMER(s) (GRADUATE) (RG-0057)

**Satisfied:** NOTICE: THIS IS AN ADVISING DOCUMENT ONLY (RG-0057)

#### The University reserves the right to change requirements at any time

**Satisfied:** The University reserves the right to change requirements at any time. Students are responsible for knowing and complying with all University policies.

Students are expected to meet with an advisor in their major to determine if they are meeting their degree plan requirements. The MAP report is an advising tool that will be used to determine if they are meeting their degree plan requirements.

Courses which fulfill requirements of University Core Curriculum may vary according to major. Academic departments may require specific courses outside of the University Core Curriculum and their major as prerequisites for major course work. (RQ-0043)

### GRADUATE CUMULATIVE GPA AND MILESTONES (RG-0058)

**Satisfied:** GRADUATE CUMULATIVE GPA AND MILESTONES (RG-0058)

#### GRAD CUM GPA (3.00)

**Satisfied:** GRAD CUM GPA (3.00)

? GPA: 3.000 required, 3.??? Actual

### STUDENT MILESTONES (RQ-3455)

**Satisfied:** STUDENT MILESTONES (RQ-3455)

#### Diagnostic Evaluation Report (DER) Complete

**Satisfied:** Diagnostic Evaluation Report (DER) Complete

**Satisfied:** DIAGNOSTIC EVALUATION REPORT (DER) COMPLETE

### GRADUATE COURSES NOT ALLOCATED TO PhD (RG-0600)

**Satisfied:** GRADUATE COURSES NOT ALLOCATED TO PhD - Courses which do not satisfy specific course requirements of a major. (RG-0600)



# THE UNIVERSITY OF TEXAS AT ARLINGTON

## GRADUATE COURSES NOT ALLOCATED TO PhD

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Spr	CE	????	SOME ENGINEERING COURSE	?	3.00	EN
20?? Spr	EVSE	63??	RSRCH IN ENVR & EARTH SCIENCES	P	3.00	EN
20?? Fall	GEOL	5405	SOME GEOLOGY COURSE	?	1.00	EN
20?? Fall	PLAN	5391	CONFERENCE COURSE	?	3.00	EN
20?? Spr	EVSE	6999	DISSERTATION	R	3.00	EN
20?? Fall	EVSE	6999	DISSERTATION	R	9.00	EN

### **ENVIRONMENTAL AND EARTH SCIENCES PhD (2005-Present) - 33-39 Units Required**

**Overall Requirement Not Satisfied:** ENVIRONMENTAL AND EARTH SCIENCES PhD (2005-Present) - 33-39 Units Required (RG-0387)

? Units: 33.00 required, 33.00 used, 0.00 needed

### **EES CORE - 15-18 Units Required (RQ-2760)**

**Overall Requirement Not Satisfied:** EES CORE - 15-18 Units Required (RQ-2760)

? Units: 15.00 required, 15.00 used, 0.00 needed

### **TWO ADVISOR APPROVED ENGINEERING COURSES - 6 Units Required**

**Not Satisfied:** ~~ TWO ADVISOR APPROVED ENGINEERING COURSES - 6 Units Required

? Units: 6.00 required, 3.00 used, 3.00 needed

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Fall	CE	5328	FUNDAMENTALS OF AIR POLLUTION	?	3.00	EN

### **TWO OR THREE ADVISOR APPROVED SCIENCE COURSES - 6-9 Units Required**

**Satisfied:** ~~ TWO OR THREE ADVISOR APPROVED SCIENCE COURSES - 6-9 Units Required

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Fall	BIOL	5354	LIMNOLOGY	?	3.00	EN
20?? Fall	GEOL	5301	ENVIRONMENTAL GEOCHEMISTRY	?	3.00	EN
20?? Fall	GEOL	5405	METEOROLOGY & CLIMATOLOGY	?	3.00	EN

### **ONE ADVISOR APPROVED POLICY AND PLANNING COURSE - 3 Units Required**

**Satisfied:** ~~ ONE ADVISOR APPROVED POLICY AND PLANNING COURSE - 3 Units Required

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Fall	PLAN	5341	ENVR REGS: LAWS AND PLANNING	?	3.00	EN

# THE UNIVERSITY OF TEXAS AT ARLINGTON

## EES URBAN AND PUBLIC AFFAIRS FOCUS AREA (PhD) - 9 Units Required (RQ-2114)

**Not Satisfied:** EES URBAN AND PUBLIC AFFAIRS FOCUS AREA (PhD) - 9 Units Required (RQ-2114)

? **Units:** 9.00 required, 3.00 used, 6.00 needed

### URBAN AND PUBLIC AFFAIRS FOCUS AREA - 9 Units Required

**Not Satisfied:** ~~ CIRP 5304, 5305, 5311, 5313, 5340, 5341, 5342, 5350, 5351, 5356, 5357, 5395, URPA 5300 or 5301 - 9 Units Required

? **Units:** 9.00 required, 3.00 used, 6.00 needed

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Spr	PLAN	5357	INTERMEDIATE GIS	?	3.00	EN

## EES DISSERTATION - 9 Units Required

**Satisfied:** EES DISSERTATION - 9 Units Required (All PhD students must take 9 hours of Dissertation. Students may take 7399 once. Courses taken in consultation with your advisor) (RQ-1575)

### EES DISSERTATION RESEARCH - 0-6 Units Required

**Satisfied:** ~~ EES DISSERTATION RESEARCH - 0-6 Units Required

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Spr	EVSE	6999	DISSERTATION	R	6.00	EN

### EES DISSERTATION COMPLETION - 3-9 Units Required

**Satisfied:** ~~ EES DISSERTATION COMPLETION - 3-9 Units Required

### Courses

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
20?? Spr	EVSE	6999	DISSERTATION		9.00	IP

## DISSERTATION DEFENSE REPORT (DDR) MILESTONE VERIFICATION

**Not Satisfied:** DISSERTATION DEFENSE REPORT (DDR) MILESTONE VERIFICATION: Office of Records requires copy of the Dissertation Defense Report with indication that student passed unconditionally. (RQ-3094)

## DISSERTATION MILESTONE VERIFICATION

**Not Satisfied:** DISSERTATION MILESTONE VERIFICATION: Office of Records requires confirmation that student submitted their dissertation document. (RQ-3095)

## ENVIRONMENTAL AND EARTH SCIENCE PhD ADDITIONAL REQUIREMENTS (RQ-1576)

**Satisfied:** ENVIRONMENTAL AND EARTH SCIENCE PhD ADDITIONAL REQUIREMENTS (RQ-1576)

### EES PhD GPA - 3.00 Minimum Required

**Satisfied:** ~~ EES PhD GPA - 3.00 Minimum Required

? **GPA:** 3.000 required, 3.??? actual

## **APPENDIX IV**

### **Milestones**

## Milestones Agreement

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Advisors are expected to work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has ongoing concerns or grievances related to his or her Milestones Agreement, the student may obtain third party consideration of those concerns by following UT Arlington's policies and procedures regarding academic grievances as described in the **Graduate Catalog** (<http://grad.pci.uta.edu/about/catalog/current/>).

### Academic Advising

Upon entering the *Earth and Environmental Science (EES)*, all students will be assigned an advisor. The advisor will be a member of the program department, or an affiliated faculty member in a participating department. When applying to the EES Doctoral Program, students must specify one or more faculty members as potential dissertation research supervisors with compatible research interests. Usually, students will not be admitted to the EES Doctoral Program unless this faculty member (or one of them) agrees to supervise the student. Upon enrollment, this faculty member will be assigned as supervising professor. They will be the student's major advisor for research and professional development, and will chair the student's supervisory committee. The program's Graduate Advisor will also be available to assist with advice on program and Graduate School policies, procedures, and regulations.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Graduate Advisors, Supervising professors and graduate studies committees are responsible for the following:

- Ensuring that annual reviews between student and advisor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral progress report.
- Provide information on program requirements, general advisement and information about choosing supervising professor.
- Providing suggestions on course selection
- Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
- Providing the student with assistance in understanding the requirements for successful completion of dissertation
- Providing the student with assistance in assembling a dissertation committee

- Providing the student with experiences and information that will optimize the student's career opportunities and success

### Requirements for all Students in the EES Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with supervising professor.....	Annually
Successful completion of Diagnostic Examination.....	2 <sup>nd</sup> or 3 <sup>rd</sup> long semester
Coursework successfully completed.....	4 <sup>th</sup> or 5 <sup>th</sup> long semester
Dissertation Committee appointed and approved by Grad Studies...	2 <sup>nd</sup> or 3 <sup>rd</sup> long semester
Research protocols and/or IRB approval (as applicable).....	4 <sup>th</sup> or 5 <sup>th</sup> long semester
Dissertation proposal (Comprehensive Examination) completed and approved.....	.....4 <sup>th</sup> or 5 <sup>th</sup> long semester
Student admitted to doctoral candidacy.....	4 <sup>th</sup> or 5 <sup>th</sup> long semester
Dissertation completed, successfully defended, and approved by Committee.....	.....6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> long semester
Student completes and files all paperwork required for graduation .....	.....6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> long semester
Dissertation accepted by the University .....	6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> long semester
Exit interview completed and submitted to Survey of Earned Doctorates.....	..... 6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> long semester

*The term "long semester" means a fall or spring semester (not a summer session)*

### Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the second semester
- Complete all required organized coursework
- Schedule and successfully complete required Diagnostic Examination
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Have your committee approved by program GSC and Graduate School
- Prepare and successfully present your dissertation proposal (Comprehensive Examination)
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

Possible Consequences if Milestones are not completed in a Timely Manner

Loss of teaching assistantship, research assistantship, fellowship or other financial support. Dismissal from the program!

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the EES Program, as well as the expected timeline for completing these milestones.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Professor (if identified)

\_\_\_\_\_  
Date

✂.....

## Program in Earth and Environmental Sciences

### Graduate Milestone Assessment Form

Name \_\_\_\_\_ Milestone/Exam \_\_\_\_\_ Date \_\_\_\_\_

This form should be completed by each supervisory committee member at the following events:

1. MS Thesis Proposal
2. MS Thesis Defense
3. MS Non-thesis Final Examination
4. PhD Diagnostic Examination
5. PhD Comprehensive Examination (Dissertation Proposal)
6. PhD Dissertation Defense.

Fill out Sections 1- 4 as appropriate. Mark "NA" for items that do not apply.

<b>Section 1. General Assessment</b>	High Proficiency	Acceptable Proficiency	Low Proficiency	NA
Knowledge of relevant scientific and/or engineering principles				
Knowledge of relevant published literature and ability to find, organize, and communicate information				
Application of scientific and/or engineering principles to understanding and solving environmental problems				
<b>Section 2. Research Skills Assessment</b>	High Proficiency	Acceptable Proficiency	Low Proficiency	NA
Knowledge of literature in area of specialization and its relationship to hypotheses and data presented				
Application of scientific and/or engineering principles to design and conduct of research				
Ability to pose research questions and hypotheses, and formulate methods to address them				
Competence of methods in data collection				
Competence in data analysis and its relation to hypotheses presented and conclusions reached				
Ability to overcome problems that arose during the research				
<b>Section 3. Oral Presentation Assessment</b>	High Proficiency	Acceptable Proficiency	Low Proficiency	NA
Slides, graphs, and illustrations could be easily read and understood				
Slides, graphs, and illustrations were adequately described				
Speaker did more than merely reading text from slides or notes				
Voice, volume, mannerisms, and attire were acceptable				
Speaker responded appropriately to questions and comments				
<b>Section 4. Written Document Assessment</b>	High Proficiency	Acceptable Proficiency	Low Proficiency	NA
Illustrations could be easily read and understood				
Illustrations were adequately described				
Written text was clear and well organized				
Written text met professional standards for presentation, format, and referencing				
Written text met professional standards for English usage and style				

## **APPENDIX V**

### **Non-Coursework Hours**



# UTA EARTH & ENVIRONMENTAL SCIENCES

## Request for RESEARCH, PROJECT, THESIS, and DISSERTATION -hours

---

**NOTE:** This form must be filled out before the student will be enrolled in the course, and before the activities for which credit is requested have begun.

**IMPORTANT:** See the back of this form for complete instructions.

---

Student Name: \_\_\_\_\_ UTA ID # 1000 \_\_\_\_\_

Major: \_\_\_\_\_

Semester for which student is requesting permission: \_\_\_\_\_ 20\_\_\_\_

**This section to be completed by the student:**

Present a detailed statement about what activities or studies are planned. Make clear what the academic content entails (the instructor may also attach a complete syllabus).

Present a detailed statement of how these activities or studies will be evaluated and by whom. Make clear how the supervising professor is involved.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

Supervising Professor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Departmental Use Only***

Course/Section enrolled \_\_\_\_\_ Date enrolled \_\_\_\_\_ Initials \_\_\_\_\_

## EARTH & ENVIRONMENTAL SCIENCES

A Research project, Thesis or Dissertation course is a semester of independent study in an area of GEOL, EVSE, or ENVR selected by a student, mentored by a professor, using specific books/research materials related to the area of study, and culminating in a final research paper/project. To pursue the possibility of taking an independent study, follow these steps:

- 1) Locate a professor who specializes in the area you wish to specifically study. The content needs to address something that is not covered in an already-offered course. Contact the professor and request an appointment to discuss what you wish to study in one of the GEOL, EVSE, ENVR courses, and to inquire about the professor's possible availability to conduct a course with you. It is recommended that you contact your prospective professor during the semester **before** the semester you wish to take the course. If the professor agrees to meet with you, it is recommended that you take a word-processed document that details what you wish to study to the meeting.
- 2) If the professor agrees to offer you the course, you will then finalize the content of the course, decide (with the professor) on books and research materials you will use, what your final research paper/project will consist of, and set up a schedule of meetings with the professor.
- 3) At this point, complete the Authorization Form (available online at [www.uta.edu/ees](http://www.uta.edu/ees) and submit it to the EES Academic Advisor. The request must be approved by the Graduate Advisor and the Department Chair. (PhD and ENVR, EVSE course advisor is Dr. Andrew Hunt, GEOL course advisor is Dr. Merlynd Nestell). If your request is approved, *the Academic Advisor (Eran Gibson) will enroll you in the course*, and notify you by mail of your enrollment (students cannot self-enroll in these courses). Allow at least two weeks for the authorization process to be completed.

### ➤ **THINGS TO CONSIDER *BEFORE* REQUESTING A COURSE**

- Deciding to pursue the possibility of taking a course should not be a spur-of-the-moment decision. Going through the steps outlined above takes time and effort on the part of the student, and must be approached seriously and intelligently.
- The possibility of scheduling a course during the summer is typically unlikely.
- A course simply serves as a one way to provide upper level elective credit; it *will not* fulfill or take the place of any specific required courses.

## **APPENDIX VI**

# **GRADUATION CHECK LISTS**

## Graduation Checklist for Master's Non-thesis or Thesis Substitute 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!*

- ✓ Meet with your graduate advisor to ensure that you will have met all departmental and university requirements for graduation this semester
- ✓ Submit an Application for Graduation via MyMav by the posted deadline for the semester in which you are planning to graduate and pay the appropriate fees
- ✓ If you are completing a project or taking a test as your final exam requirement check with your department about your Final Master's Exam Report. If your department does not send it directly, deliver a copy to the Office of Admissions, Records, and Registration in Davis Hall. You must receive an unconditional pass before the end of the semester.
- ✓ Complete all course and exam requirements.
- ✓ Earn a 3.0 or better as your overall graduate GPA and GPA in your major.

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 an email from the Office of Records and Registration notifying them to reapply for graduation.

## 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 for a by the deadline specified in the online calendar. Find the link to the submission site at [library.uta.edu/etc](http://library.uta.edu/etc).
- ✓ 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 an email from the Office of Records and Registration notifying them to reapply for graduation.

## **APPENDIX VII**

# **Examination Reporting Forms**

### Instructions for Masters Proposal Report

**Note:** There is no online version of this form. A copy should be made and can be typed or handwritten on completion

1. Enter all required information, except for that related to the results of the examination
2. Submit form to Committee Chairperson. Chairperson will enter result of the Exam and sign the form.
3. Acquire (typically done by Chairperson) necessary signatures from
  - a. Chairperson
  - b. Committeemembers
  - c. GraduateAdvisor

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.



### Instructions for Final Masters Exam Report

**Note:** This is a fillable form (on the graduate studies website) e that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results.

1. Enter all required information, except for that related to the results of the examination and print form.
2. You can save a filled copy of this form on your computer by clicking on the



Icon on your browser.

3. Submit form to Committee Chairperson. Chairperson will enter result of the Comprehensive Exam and sign the form.
4. Acquire (typically done by Chairperson) necessary signatures from
  - Chairperson
  - Committeemembers.
  - GraduateAdvisor.
- Make sure you retain a copy for your records.
- Graduate Advisor should submit form with the original signatures to the Office of Admissions, Records and Registration.

**Reminder:** Send to: The Office of Admissions, Records and Registration at the address below

Office of Admissions, Records and Registration  
 University of Texas at Arlington  
 Box 19088 · Arlington, TX 76019-0088  
 Phone: 817-272-3372  
 Fax: 817-272-3223  
 Email: Ask Records and Registration



### Instructions for Diagnostic Evaluation Report

**Note:** This is a fillable form that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results. This fillable capability however does not allow you to save the information that you have electronically filled-in.

1. Enter all required information, except for that related to the results of the examination and print form.
2. Submit form to Committee Chairperson who will record the Committee's recommendation remarks.
3. Acquire (typically done by Chairperson) necessary signatures from
  - a. Chairperson.
  - b. Committee members.
  - c. Graduate Advisor.
4. Graduate Advisor should submit form with the original signatures to the Office of Records and Registration.


**Reminder:** Make sure you retain a copy for your records. You must print the document and mail it in or bring it to the Office of Admissions, Records and Registration Office at the address below.

Office of Admissions, Records and Registration University of Texas at  
Arlington  
Box 19088 · Arlington, TX 76019-0088  
Phone: 817-272-3372 ·  
Fax: 817-272-3223  
Email: Ask Records and Registration



## Instructions for Comprehensive Exam Report

**Note:** This is a fillable form that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results.

1. Enter all required information, except for that related to the results of the examination and print form.
2. You can save a filled copy of this form on your computer by clicking on the  Icon on your browser.
3. Submit form to Committee Chairperson. Chairperson will enter result of the Comprehensive Exam and sign the form.
4. Acquire (typically done by Chairperson) necessary signatures from
  - a. Committeemembers.
  - b. GraduateAdvisor.
5. Graduate Advisor should submit form with the original signatures to the Office of Records and Registration.

**Reminder:** Make sure you retain a copy for your records. You must print the document and mail it in or bring it to the Office of Admissions, Records and Registration Office at the address below.

Office of Admissions, Records and Registration University of Texas  
at Arlington  
Box 19088 • Arlington, TX 76019-0088 Phone: 817-272-3372  
Fax: 817-272-3223  
Email: Ask Records and Registration

THE UNIVERSITY OF TEXAS AT ARLINGTON  
This report must be filed in the Office of Admissions, Records and Registration

## COMPREHENSIVE EXAMINATION REPORT

Under the direction of the supervising committee \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

\_\_\_\_\_  
(UT-Arlington ID Number) Candidate for the Doctor of Philosophy degree in

\_\_\_\_\_  
(Program) Completed the comprehensive examination on

\_\_\_\_\_  
Date (mm/dd/yyyy) With the following results.

☐ Passed, approval and recommendation to begin dissertation research and preparation under supervision of:

\_\_\_\_\_  
(Specify Dissertation Supervisor i.e., Chairman of the Dissertation Committee)

☐ Passed, approval to remain in the program upon meeting specified additional requirements:

☐ Failed, with permission to retake the examination after certain period as specified by the examining committee:

☐ Failed, recommendation not to continue in the program.

Form of Examination:

Written only; date(s) taken: \_\_\_\_\_

☐ Oral only; date(s) taken: \_\_\_\_\_

☐ Written and oral; date(s) of written portion: \_\_\_\_\_

Date(s) of oral portion: \_\_\_\_\_

Name (typed)	Signature	Date (mm/dd/yyyy)
Committee Chair	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Graduate Advisor	_____	_____

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

## Instructions for Dissertation Defense Report

**Note:** This is a fillable form that eliminates the need to print-out and write-in your answers. You can simply fill-out the form electronically, and then print-out the results. This fillable capability however does not allow you to save the information that you have electronically filled-in.

This report **must** be received by the Office of Admissions, Records, and Registration in order for the degree to be conferred.

1. Enter all required information, except for that related to the results of the defense and print the form.
2. Submit to Dissertation Supervisor who will record the results of the defense and the Committee's recommendations.
3. Acquire (typically done by Dissertation Supervisor) necessary signatures from:
  - a. Dissertation Supervisor
  - b. Committee members.
  - c. Graduate Advisor
4. Submit the signed form to the Office of Admissions, Records, and Registration.

**Reminder:** Make sure you retain a copy for your records. You or your graduate advisor may email a signed copy to the Office of Admissions, Records, and Registration at [gradteam@uta.edu](mailto:gradteam@uta.edu). Alternatively, you may print the document and mail it in or bring it to the Office of Admissions, Records and Registration at the address below.

Office of Admissions, Records, and Registration Box  
19088  
Davis Hall, Room 129 Arlington, TX  
76019-0167

Name of Candidate \_\_\_\_\_  
 Last First mm/dd/yyyy  
 UT-Arlington ID \_\_\_\_\_  
 Program \_\_\_\_\_  
 Title of Defense \_\_\_\_\_

☐ Passed unconditionally, based on the following criteria:

- completed the work assigned by the Committee;
- passed all examinations required by the program, including the final defense;
- completed a dissertation which gives evidence of ability to do independent investigation in the major field, and itself constitutes a contribution of knowledge;
- dissertation meets the approval of the Committee
- we recommend that the student be granted the degree of Doctor of Philosophy.

☐ Passed conditionally, with the specified remedial work:

☐ Dismissal from the program.

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Graduate Advisor

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.



## **APPENDIX VIII**

### **Dissertation Fellowship**

## Dissertation Fellowship Selection Process and Application Form

### Application Process:

In nominating a student, the nominee, Supervising Professor, and Graduate Advisor indicate that they believe the nominee meets all requirements and agree that the proposed completion timeline is sensible and feasible. The Supervising Professor also agrees to carefully monitor the nominee's progress with the intent of assuring that the nominee will be making appropriate progress toward completing the degree by the anticipated graduation date. **The complete nomination packet must be sent to college or school selection committees, applications sent directly to the Office of Graduate Studies will not be considered.**

The packet must include:

1. Nomination Form (see below)
2. Copy of dissertation proposal - Prospective Fellowship nominees must submit a copy of their dissertation proposal as it was approved by their supervising committee.
3. Memo of support from Supervising Professor - A memo from the nominee's Supervising Professor, describing the merits of the proposal, listing the names of all committee members and attesting that the proposal has been approved by a properly-constituted dissertation committee is required. The memo should include the supervising professor's assessment of the following:
  - A. The quality of the student's scholarship
  - B. The quality of the student's writing skills
  - C. The ability of the student to manage time effectively and work independently to meet deadlines
  - D. Any other appropriate factors that denote excellence and likelihood of completing the dissertation within the proposed completion timeline
  - E. The importance/impact of the subject of the dissertation
4. Completion Schedule - Prospective Fellowship nominees must submit a timeline for completing their dissertation, showing estimated dates by which sub-tasks will be completed and the planned date of graduation. This timeline must be reviewed and approved in writing by the Supervising Professor.
5. Additional materials may be required by the College/School selection committee - Students should contact their Graduate Advisor for additional requirements deadlines.

### Nomination and Selection Summer 2017 Dissertation Fellowships

#### Conditions:

- 1) Dissertation Fellowships will be awarded for and paid in summer 2017. The fellowship term is one semester and there will be no renewals or extensions.
- 2) Fellowship nominees must be currently enrolled students in good academic standing.
- 3) Nominees must have completed all formal course requirements.
- 4) Nominees must have an approved dissertation proposal or prospectus.

- 5) Nominees should have completed all or most of the research required for the dissertation and are expected to focus their efforts on writing and completing their degrees while holding the Dissertation Fellowship.
- 6) Applicants must present a feasible plan or completion schedule demonstrating that they can complete their dissertation and defend it by the last day to defend in Summer 2017 (see Academic Calendar for date).
- 7) Students may not hold other forms of paid employment while holding a Dissertation Fellowship.
- 8) Nominees must be enrolled in at least 3-hrs of 6X99 or in 7399 in summer 2017. They may not be enrolled in other courses.
- 9) International students must have applied for OPT or H1B status to start within 60 days of the conferral of the doctorate or intend to leave the United States upon graduation.

### **Application Process:**

Fellowship nominees must submit a complete nomination packet to the selection committee in their college or school. The packet must include:

1. Nomination Form
2. Copy of dissertation proposal
3. Memo of support from Supervising Professor
4. Schedule for completing all phases of the dissertation process and anticipated date of graduation with signed approval by advisor.
5. The Selection Committee shall take into account whether previous Fellows under the direction of the supporting supervising professor completed their degrees by the date of graduation that the faculty member approved when he or she signed their nomination forms
6. Additional materials may be required by the College/School selection committee. Students should contact their Graduate Advisor for additional requirements and departmental deadlines.

The Selection Committee shall take into account whether previous Fellows under the direction of the supporting supervising professor completed their degrees by the date of graduation that the faculty

### **Nomination Form:**

In nominating a student, the nominee, Supervising Professor, and Graduate Advisor indicate that they believe the nominee meets all requirements and agree that the proposed completion timeline is sensible and feasible. The Supervising Professor also agrees to carefully monitor the nominee's progress with the intent of assuring that the nominee will be making appropriate progress toward completing the degree by the anticipated graduation date. The form and all required nomination materials must be sent to college or school selection committees.

**Dissertation Proposal:** Prospective Fellowship nominees must submit a copy of their dissertation proposal as it was approved by their supervising committee.

**Completion Schedule:** Prospective Fellowship nominees must submit a timeline for completing their dissertation, showing estimated dates by which sub-tasks will be completed and the planned date of graduation. This timeline must be reviewed and approved in writing by the Supervising Professor.

**Memo from their Supervising Professor:** A memo from the nominee's Supervising Professor, describing the merits of the proposal, listing the names of all committee members and attesting that the proposal has been approved by a properly-constituted dissertation committee is required. The memo should include the supervising professor's assessment of the following:

- The quality of the student's scholarship
- The quality of the student's writing skills
- The ability of the student to manage time effectively and work independently to meet deadlines
- Any other appropriate factors that denote excellence and likelihood of completing the dissertation this summer
- The importance/impact of the subject of the dissertation

### **Selection of Fellows by Colleges and Schools:**

1. The College or School selection committee will evaluate all nomination materials and select nominees and alternates as indicated on the current call for nominations. These nominees must be ranked according to their relative strengths and the likelihood that they will graduate by the end of the summer 2017 Term. Care should be taken to select students who are well along in their dissertation work and who will be able to complete and successfully defend the dissertation and graduate in summer 2017 if supported. Failure to complete as expected may require that the Fellowship be repaid, unless extraordinary events have befallen the student. Students working with faculty whose previous students failed to meet their expected graduation date at an unacceptably high rate should be given lower funding priorities than other students. The Office of Graduate Studies will review nominees submitted by the College or School selection committees and make the final funding decision. Higher ranked nominees will receive first consideration.

2. If the nominee is an international student the selection committee must require that he or she has applied for OPT to start after graduation or intends to leave the United States shortly after graduating in the summer term.

3. The College or School selection committee will submit PDF copies of their nominees' forms and other supporting materials to [graduate.studies@uta.edu](mailto:graduate.studies@uta.edu), attention Brenda Davis.



Please circle either **YES** or **NO** to indicate whether you and your advisor are committed to assuring that you will graduate in the Summer 2017 Term. If you circle NO, please indicate the month and year you expect to complete. \_\_\_\_\_

To receive this Fellowship, all non-US citizens must either have applied for OPT or H1B status (that starts no later than 60 days after the PhD is conferred) or indicate that they will leave the United States shortly after graduating in the Summer Term. :

I have applied for OPT to start on the following date  
(type N/A if you do not intend to apply): \_\_\_\_\_

If you have **not** applied for OPT or H1B status it is assumed that you plan to leave the University and depart from the United States after you complete your degree in August

#### **STUDENT ACKNOWLEDGEMENT:**

I understand that the intent of this award is to provide financial assistance enabling me to complete the final stage of my doctoral studies and complete my degree in the Summer 2017 Term. Further I understand the following:

1. The award **will not be renewed, extended, or delayed under any conditions.**
2. I can only receive the Dissertation Fellowship once.
3. I will hold no other forms of paid employment while a Dissertation Fellow.
4. I will enroll in at least 3 hours of dissertation research during the upcoming Summer Term.
5. The fellowship may have to be repaid if I fail to complete my degree by the end of Summer 2017.
6. International students must apply for OPT to start after graduation or indicate they intend to leave the United States immediately after completing their degree as per visa regulations.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

#### **TO BE COMPLETED BY THE NOMINATING DEPARTMENT (Supervising Professor and Graduate Advisor)**

We support this nomination for a Dissertation Fellowship. The nominee is in good academic standing and is prepared and approved to concentrate fully on dissertation work. We have carefully examined the student's proposal and progress to-date and believe the nominee will be able to complete and successfully defend the dissertation to graduate by the end of the Summer Term. Failure to complete as expected may require that the Fellowship be repaid unless extraordinary events have befallen the student. This student's dissertation is well-advanced and is unlikely to be delayed by unexpected problems or unresolved issues with research or analyses. Finally, if the nominee is an international student we have determined that he or she has applied for OPT or H1B to start after graduation or intends to leave the United States.

#### **Supervising Professor:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Graduate Advisor:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)**TO BE COMPLETED BY COLLEGE OR SCHOOL SELECTION COMMITTEE**The selection committee of the \_\_\_\_\_  
(Name of College or School)

nominates this student for a Dissertation Fellowship. He/she is currently enrolled, is in good academic standing and is fully prepared and approved to concentrate on completing his /her dissertation. After careful evaluation, we expect the dissertation will be completed and successfully defended by the end of the Summer, 2017 Term. *We understand that repayment of the fellowship may be equired if the recipient fails to complete and graduate by the end of Summer 2017.* This nominee's dissertation work is well-advanced and is unlikely to be delayed by unexpected problems or unresolved issues with research or analyses. This nominee is ranked \_\_\_\_\_.

**Chair of Selection Committee:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

# **APPENDIX IX**

## **GRADUATE DECLARE/MAJOR CHANGE REQUEST**





# GRADUATE DECLARE/MAJOR CHANGE REQUEST

## Earth and Environmental Sciences

Student Name: \_\_\_\_\_ Student ID Number: 1 0 0 \_\_\_\_\_

### Department of Earth and Environmental Sciences

☐ **Enviro & Earth Sci-MS Non-Thesis**

- ☐ EES Biology (NT)
- ☐ Civil & Environ Engr (NT)
- ☐ EES Chemistry (NT)
- ☐ EES Environmental Science Prof
- ☐ EES Environmental Science (NT)
- ☐ Geology (NT)
- ☐ EES Geoscience (NT)
- ☐ Urban & Pub Admin (NT)

☐ **EES\_MSTH Enviro & Earth Sci-MS Thesis**

- ☐ EES Biology (TH)
- ☐ EES Civil & Environ Engr (TH)
- ☐ EES Chemistry (TH)
- ☐ EES Geology (TH)
- ☐ EES Geoscience (TH)
- ☐ EES Petroleum Geoscience Prof
- ☐ EES Urban & Pub Affairs (TH)
- ☐ Environmental Science (TH)

Notes:

### Advising Use Only

Cumulative GPA: \_\_\_\_\_

Major Code updated in MyMav on \_\_\_\_\_  
Date

Student's Signature

Date

Advisor's Signature

Date

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code

## **APPENDIX X**

### **Request for a Graduation Deadline Exception**

## **Instructions for Graduation Deadline Exception**

This form is for students who did not adhere to a posted deadline and have received special permission with exceptional circumstances, to still apply for graduation even after the published late deadline has passed.

This request **must** be received by the Office of Records and Registration before final grades post for the graduating term.

- This form must be completed in its entirety
- The Advisor will need to confirm degree requirements are met and assess reason for request
- Submit the form to the appropriate Dean's Office for evaluation
- After the Dean's Office signs off on the request, they will **email** the form to the Office of Records and Registration via [gradteam@uta.edu](mailto:gradteam@uta.edu), within a timely manner, for final review

**Reminder:** Make sure you retain a copy for your records. For internal use only, please do not make form public.

**Note:** All students should adhere to the Application for Graduation Deadlines posted at, <http://www.uta.edu/records/graduation/deadlines.php>

### **University of Texas at Arlington Office of Records and Registration Graduation**

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

Phone: 817-272-3372  
Fax: 817-272-2332  
Email: [gradteam@uta.edu](mailto:gradteam@uta.edu)



# **APPENDIX XI**

## **Application for Graduate Faculty Membership**

**UTA OFFICE OF GRADUATE STUDIES**  
**NOMINATION FOR EXTERNAL COMMITTEE MEMBER OR FULL OR SPECIAL MEMBERSHIP IN**  
**THE GRADUATE FACULTY**

This nomination form and supporting materials requires the approval via signature of the Chairman of the Graduate Studies Committee and final approval by the Office of Graduate Studies. This nomination must be accompanied by a current vita. Please return form to the Office of Graduate Studies, Box 19185.

Nomination type:

Nomination for Special Membership in the Graduate Faculty

Special membership is to be used for a visiting or part-time faculty, tenure track All-But-Dissertation (ABD) faculty, and qualified persons serving in non-faculty positions. Membership is valid until the person is no longer affiliated with UTA.

Initial Nomination

Re-nomination: Date of first appointment as Special Member:

Date of initial appointment to the UTA Faculty: \_\_\_\_\_

Nomination for External Membership

External membership is for an expert in a given field who is not employed at UTA and will serve only on a thesis or dissertation committee. This membership is valid only once and only for the student specified.

Name of student on whose committee external member will serve: \_\_\_\_\_ UTA ID #: \_\_\_\_\_

Nomination for Full Membership in the Graduate Faculty

Full membership is for full-time faculty members at the rank of Asst. Professor, Asst. Clinical Professor, Assoc. Clinical Professor, Assoc. Professor, Clinical Professor or Professor who are actively participating in a graduate program who wish to supervise doctoral dissertation committees and is valid until the member is no longer affiliated with UTA.

Date of initial appointment to the UTA Faculty: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_ (Please print) Present Rank: \_\_\_\_\_

Academic Training: (List in chronological order with highest degree listed first.)

College or University, Dates Attended, Degree and Date Awarded

---

Teaching, professional, and research experience: (List in chronological order with most recent position listed first.)  
 Institution, Company, Other Employer, Rank/Position and Dates, Graduate Courses Taught (list by title and number)

Areas of Competence:

(a) Primary

(b) Secondary

Name, Chairman of the Committee of Graduate Studies: \_\_\_\_\_  
 (Please print)

Signature of the Chairman of the Committee of Graduate Studies: \_\_\_\_\_

Department \_\_\_\_\_ Box No.: \_\_\_\_\_

Department contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 (Please print)

Office of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved

☐ Denied

## **APPENDIX XII**

### **Graduate Process Handling**

## PROCESSES HANDLED BY THE OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

GRADUATION				
Process	Managing unit	Office location	Contact information for Graduate Advisors/ Departments	Contact information for Students
<u>Graduation-Related, including:</u>  Applications for Graduation  Requests for Certificates  GMAP updates  In Absentia Requests  Exam forms*: Diagnostic, Comprehensive, Final Masters, Defense Reports  Letter of Certification Requests  Reservation of Courses for Graduate Credit  Diploma Reorder  <i>*Scheduling of exams now processed by the academic unit.</i>	Office of Admissions, Records, and Registration - Graduation Team	129 Davis Hall Box 19088	Lisa Rose Graduate Graduation Counselor X24308 <a href="mailto:lrose@uta.edu">lrose@uta.edu</a>  Tammy Shoemaker Assistant Registrar X20846 <a href="mailto:tammyschoemaker@uta.edu">tammyschoemaker@uta.edu</a>	Direct students to " <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">Ask Records and Registration</a> " ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ).  For additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall  <a href="mailto:gradteam@uta.edu">gradteam@uta.edu</a>

## PROCESSES HANDLED BY THE OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION, continued

LEAVE OF ABSENCE				
Process	Managing unit	Office location	Contact information for Graduate Advisors/ Departments	Contact information for Students
<u>Leave of Absence Requests</u>	Office of Admissions, Records, and Registration – Processing team	129 Davis Hall Box 19088	Processing staff, Office of Admissions, Records and Registration <a href="mailto:recordsandregistrationprocessing@uta.edu">recordsandregistrationprocessing@uta.edu</a> F: 817-272-3223	Direct students to " <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">Ask Records and Registration</a> " ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ).  If they need additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall
TRANSFER OF GRADUATION COURSES				
<u>Transfer of Graduate Courses</u>	Office of Admissions, Records, and Registration – Processing Team	129 Davis Hall Box 19088	Processing staff, Office of Admissions, Records and Registration <a href="mailto:recordsandregistrationprocessing@uta.edu">recordsandregistrationprocessing@uta.edu</a> F: 817-272-3223	Direct students to " <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">Ask Records and Registration</a> " ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ).  If they need additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall
PETITIONS TO WITHDRAW				
<u>Petitions to Withdraw</u>	Office of Admissions, Records, and Registration – Processing team	129 Davis Hall Box 19088	Processing staff, Office of Admissions, Records and Registration <a href="mailto:recordsandregistrationprocessing@uta.edu">recordsandregistrationprocessing@uta.edu</a> F: 817-272-3223	Direct students to " <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">Ask Records and Registration</a> " ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ).  If they need additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall



# **PROCESSES HANDLED BY THE OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION, continued**

PETITIONS				
Process	Managing unit	Office location	Contact information for Graduate Advisors/ Departments	Contact information for Students
<u>Petitions, including:</u> -Graduation Fees -Reinstatement on probationary status -Reinstatement on provisional status  <i>PETITIONS TO WITHDRAW handled by Processing unit; see above</i>	Office of Admissions, Records, and Registration – Administrative team	129 Davis Hall Box 19088	Michael Taylor, Administrative Assistant, Office of Admissions, Records and Registration <a href="mailto:mbtaylor@uta.edu">mbtaylor@uta.edu</a> P: 817-272-0330 F: 817-272-3223	Direct students to “Ask Records and Registration” ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ). If they need additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall
PLAN/SUBPLAN CHANGE REQUESTS				
<u>Plan/Subplan Change Requests</u>	Office of Admissions, Records, and Registration - Administrative Unit	129 Davis Hall Box 19088	Michael Taylor, Administrative Assistant, Office of Admissions, Records and Registration <a href="mailto:mbtaylor@uta.edu">mbtaylor@uta.edu</a> P: 817-272-0330 F: 817-272-3223	Direct students to “Ask Records and Registration” ( <a href="http://www.uta.edu/aao/recordsandregistration/ask.aspx">http://www.uta.edu/aao/recordsandregistration/ask.aspx</a> ). If they need additional information, refer to: ARR Customer Service staff P: 817-272-3372 F: 817-272-3223 Walk in services: 129 Davis Hall
GRADUATE ADMISSIONS				
<u>Graduate admissions, including:</u> -Application processing -Residency	Office of Admissions, Records, and Registration - Graduate Admissions Office	333 Davis Hall Box 19167	Graduate Admissions Processing staff P: 817-272-2688 <a href="mailto:graduate.school@uta.edu">graduate.school@uta.edu</a>	Direct students to: <a href="http://grad.uta.edu">http://grad.uta.edu</a> Graduate Admission Customer Service P: 817-272-2688 <a href="mailto:graduate.school@uta.edu">graduate.school@uta.edu</a>

## **PROCESSES HANDLED BY THE UT ARLINGTON LIBRARY**

Thesis/Dissertation				
Process	Managing unit	Office location	Contact information for Graduate Advisors/ Departments	Contact information for Students
<u>Thesis/Dissertation, including:</u> -Mechanical checks -Defense deadline extensions -Intellectual property statements -Thesis/Dissertation embargoes	Library – ETD Coordinator	810 Central Library Box 19497	Kristine Witkowski Thesis and Dissertation Coordinator <a href="mailto:kwitkowski@uta.edu">kwitkowski@uta.edu</a>	<a href="http://grad.pci.uta.edu/students/forms/thesis/">http://grad.pci.uta.edu/students/forms/thesis/</a>  Kristine Witkowski Thesis and Dissertation Coordinator <a href="mailto:kwitkowski@uta.edu">kwitkowski@uta.edu</a>

## **PROCESSES HANDLED BY THE OFFICE OF FINANCIAL AID**

GTA/GRA Processing				
<u>GTA/GRA Processing</u>	Office of Financial Aid	252 Davis Hall Box 19199	Angela Ezell Assistant Director Graduate Financial Aid P: 817-272-5667 <a href="mailto:ezell@uta.edu">ezell@uta.edu</a>	Direct students to: Office of Financial Aid <a href="http://www.uta.edu/aao/fao/">http://www.uta.edu/aao/fao/</a> <a href="http://www.uta.edu/aao/fao/content/financialaid/ask.aspx">http://www.uta.edu/aao/fao/content/financialaid/ask.aspx</a>  General Financial Aid Information: 817.272.3561  Scholarship Information: 817.272.2197  Walk ins: Davis Hall, Room 252

PROCESSES HANDLED BY THE OFFICE OF GRADUATE STUDIES				
Process	Managing unit	Office location	Contact information for Graduate Advisors/ Departments	Contact information for Students
<u>Various Requests:</u> -Grievances -Appointments to the graduate faculty -Certification of credentials requests -Graduate advisor appointments -Graduate advisor training	Graduate Studies Office	348 Davis Hall Box 19185	Raymond L. Jackson Associate Dean of Graduate Studies P: 817-272-5164 <a href="mailto:Jackson@uta.edu">Jackson@uta.edu</a>  Jennifer Knight Executive Assistant P: 817-272-5164 <a href="mailto:jennie@uta.edu">jennie@uta.edu</a>	Raymond L. Jackson Associate Dean of Graduate Studies P: 817-272-5164 <a href="mailto:Jackson@uta.edu">Jackson@uta.edu</a>  Jennifer Knight Executive Assistant P: 817-272-5164 <a href="mailto:jennie@uta.edu">jennie@uta.edu</a>
<u>Programming:</u> -Academic & Professional Development Support Programs (EDGE)	Graduate Studies Office	348 Davis Hall Box 19185	Lisa Berry Coordinator of Retention, Completion, and Grant Programs P: 817-272-0862 <a href="mailto:lberry@uta.edu">lberry@uta.edu</a>	Lisa Berry Coordinator of Retention, Completion, and Grant Programs P: 817-272-0862 <a href="mailto:lberry@uta.edu">lberry@uta.edu</a> <a href="http://grad.uta.edu/edge">http://grad.uta.edu/edge</a>
DS-PRO	Graduate Studies Office	Box 19185	Ashley Horn Student Services Specialist P: 817-272-5386 <a href="mailto:ashleyh@uta.edu">ashleyh@uta.edu</a>	Ashley Horn Student Services Specialist P: 817-272-5386 <a href="mailto:ashleyh@uta.edu">ashleyh@uta.edu</a>

## **APPENDIX XIII**

# **Registrant's Responsibilities**

## REGISTRANT'S RESPONSIBILITY

I understand and agree that by registering for classes at UT Arlington I have obligations and responsibilities as outlined in The Statement of Student Responsibility at [www.uta.edu/provost/registant](http://www.uta.edu/provost/registant)

## PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at the University of Texas at Arlington or receive any service from the University of Texas at Arlington I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the University of Texas at Arlington is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <https://www.uta.edu/business-affairs/sfs/refunds>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

## DELINQUENT ACCOUNT/COLLECTION

**Financial Hold:** I understand and agree that if I fail to pay my student account or any monies due and owing the University of Texas at Arlington by the scheduled due date, the University of Texas at Arlington may place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

**Late Payment Charge:** I understand and agree that if I fail to pay my student account or any monies due and owing the University of Texas at Arlington by the scheduled due date, the University of Texas at Arlington will assess late payment and/or finance charges at the rate of \$25.00 per month on the past due portion of my student account until my past due account is paid in full.

**Collection Agency Fees:** I understand and accept that if I fail to pay my student account or any monies due and owing the University of Texas at Arlington by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, the University of Texas at Arlington may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 30 percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

**Choice of law/Venue:** - This agreement shall be interpreted in accordance with and pursuant to the laws of the state of Texas including, but not limited to Texas Education Code § 51.967, Limitation on Educational Debt.

## COMMUNICATION

**Method of Communication:** I understand and agree that the University of Texas at Arlington uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from the University of Texas at Arlington to my student MyMav address on a timely basis.

**Contact:** I authorize the University of Texas at Arlington and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s), either provided or acquired, regarding my delinquent student account(s)/loan(s), any other debt I owe to the University of Texas at Arlington, or to receive general information from the University of Texas at Arlington or its agents. I authorize the University of Texas at Arlington and its agents and contractors to use automated telephone dialing equipment, artificial

or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to Student Financial Services or in writing to the applicable contractor or agent contacting me on behalf of the University of Texas at Arlington.

**Updating Contact Information:** I understand and agree that I am responsible for keeping the University of Texas at Arlington records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure at <http://www.uta.edu/records/services/update-address.php>. The linked procedure is incorporated herein by reference. Upon leaving the University of Texas at Arlington for any reason, it is my responsibility to provide the University of Texas at Arlington with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University of Texas at Arlington.

## **FINANCIAL AID**

I understand that aid described as “estimated” on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at the University of Texas at Arlington such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees,

finer, bookstore charges, or any other amount, in accordance with the terms of the aid.

**Prizes, Awards, Scholarships, Grants:** I understand that all prizes, awards, scholarships, and grants awarded to me by the University of Texas at Arlington will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

## **METHOD OF BILLING**

I understand that the University of Texas at Arlington does not bill, and therefore I am responsible for viewing and paying my student account by the scheduled due date. I further understand that failure to review my account does not constitute a valid reason for not paying my account on time. Account information is available in my MyMav Student Center.

## **BILLING ERRORS**

I understand that administrative, clerical, or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration at the University of Texas at Arlington.

## **RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS**

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with the University of Texas at Arlington may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at the University of Texas at Arlington.

## **DROP AND WITHDRAWAL**

If I decide to drop a class or completely withdraw from the University of Texas at Arlington, I will follow the instructions <http://www.uta.edu/records/courses/policies/add-drop-withdrawal.php> which I understand and agree are incorporated herein by reference.

## **PRIVACY RIGHTS & RESPONSIBILITIES**

I understand that the University of Texas at Arlington is bound by the Family Educational Rights and Privacy Act (FERPA), which prohibits the University of Texas at Arlington from releasing any information from my education record without my written permission. Therefore, except as otherwise permitted by FERPA, I understand that if I want the University of Texas at Arlington to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <http://www.uta.edu/records/about/ferpa.php>. I further understand that I may revoke my permission at any time as instructed in the same procedure.

## **CATALOG AWARENESS**

I recognize that I am responsible for knowing and abiding by all of the University of Texas at Arlington rules, regulations, policies, procedures, and academic calendar dates as stated in the current Undergraduate Catalog, [www.uta.edu/catalog](http://www.uta.edu/catalog), or Graduate Catalog, <http://grad.pci.uta.edu/about/catalog/>, based on my academic classification.

## **ACADEMIC PARTNERSHIP (AP) STUDENTS**

Students who are participating in the Academic Partnership program must visit <http://www.uta.edu/academicpartnerships> and are responsible for understanding the policies and requirements unique to this program.

## **IRS FORM 1098 -T**



I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the University of Texas at Arlington upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my correct SSN or TIN to the University of Texas at Arlington, I agree to pay any and all IRS fines assessed as a result of my incorrect SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from the University of Texas at Arlington. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by presenting in writing a withdrawal request to the Office of Student Accounts, 701 S. Nedderman Drive, E.E. Davis Hall, 1st Floor Rm. 130, Arlington TX 76019-0649 or by email to [studentaccounts@uta.edu](mailto:studentaccounts@uta.edu).

## **STUDENT AGE**

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by the University of Texas at Arlington are a necessity, and I am contractually obligated pursuant to the “doctrine of necessities.”

## **ENTIRE AGREEMENT**

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University of Texas at Arlington, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University of Texas at Arlington if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

## **APPENDIX XIV**

### **Exit Interview Questionnaire**

**Exit interview for graduating students (revised Spring/Fall 20\_\_):**

Graduating students should schedule an exit interview with Chair of the Graduate Studies Committee, or their designated substitute, during the semester in which they graduate. Information gained during this interview will become a part of the program's formal assessment process under the Unit Effectiveness Plan. This standard set of questions will be asked:

1. Where were you prior to enrolling in the program (location, education or job)?
  
2. How long did it take you to complete your degree? \_\_\_\_\_ Years
  
3. Did you work for pay, on-campus or off-campus, full-time, part-time, or not at all during your studies?
  - ☐ **On-Campus**
  
  - ☐ **Off-Campus**
  
  - ☐ **I did not work during my studies**
  
4. Did you do an internship during your studies?
  - ☐ **Yes**
  
  - ☐ **No**
  
5. Did you do thesis or dissertation research?
  - ☐ **Yes**
  
  - ☐ **No**
  
6. Did you have other research experiences?
  - ☐ **Yes**
  
  - ☐ **No**
  
7. Do you think you acquired the ability to conduct original research?
  - ☐ **Yes**
  
  - ☐ **No**
  
8. Did you participate in the mentoring program?
  - ☐ **Yes**

☐ **No**

9. If so, was the mentoring program helpful?

10. What are you planning to do after graduation and how will your degree help you accomplish your career goals?

11. What knowledge or skills do you feel you gained during your studies?

12. What areas of study or disciplines did you concentrate on for coursework or research?

13. Do you think you acquired knowledge of scientific and engineering principles from a range of disciplines relevant to the environment?

☐ **Yes**

☐ **No**

14. Do you think you acquired the ability to apply knowledge of scientific and engineering principles to analyzing and solving problems?

☐ **Yes**

☐ **No**

15. Do you think you acquired the ability to analyze, synthesize and summarize in writing concepts and evidence from the science and engineering literature?

☐ Yes

☐ No

16. Do you think you acquired the ability to communicate technical information to other environmental professionals from diverse disciplinary backgrounds?

☐ Yes

☐ No

17. What courses or other program aspects did you like best?

18. What courses or other program aspects did you not like? Explain.

19. Are there courses or areas of study would you like to have had available, but were not?

20. On a scale 1-10, can you rate your satisfaction with the program?

21. What do you perceive to be the strengths and weaknesses of the program?

## **APPENDIX XV**

# **Dissertation & Thesis Templates and Elements of Style**

# Monograph-Style Theses and Dissertations

## Table of Contents

Monograph-Style Theses and Dissertations .....	1
Introduction .....	2
Choosing Monograph Style .....	3
Who Decides When a Thesis or Dissertation is Ready to Be Archived?.....	4
Format Requirements That Must be Met.....	4
Elements of a Thesis or Dissertation—Front Matter, Body and Back Matter .....	4
Other Format Requirements that MUST be met.....	5
Page Size.....	5
Text .....	5
Line Spacing.....	5
Margins .....	5
Font .....	5
Page Numbering.....	6
Placement of Page Numbers.....	6
Placement of Page Numbers on Landscape Pages .....	6
Figures and Tables.....	6
Location of Figures and Tables in Text .....	6
Headers/ Headings .....	7
References or Bibliography .....	7
Appendices.....	8
Appendices Placed in the Back-Matter .....	8
Note on Large Size Documents or Supplemental Files .....	8

## Introduction

There are certain stylistic and format issues that thesis and dissertation writers must follow. However, with some exceptions there is no one-size-fits-all format to which all theses and dissertations must conform. Instead, it is expected that authors generally should be guided by disciplinary-based standards regarding academic writing and the guidance of their supervising committees. While the details of how the elements of a thesis or dissertation are written or assembled are important, it is critical that all stylistic and format decisions be consistently applied throughout the document and these decisions follow disciplinary norms.

The University of Texas at Arlington accepts both monograph-style and article-based theses and dissertations. Departmental policy and a student's supervising committee determine if a monograph-based or article-based format is appropriate.

### Monograph-style Thesis or Dissertation

This is the canonical form of a thesis or dissertation. It is monograph-like, containing a series of related chapters written principally to satisfy degree requirements. Early chapters typically provide an extensive literature review which is the basis of and rationale for a research problem that is analyzed in subsequent chapters. A final chapter summarizes the work and explores its broader meanings and interpretations. The elements of a monograph style dissertation cohere because the content of each chapter exists expressly to provide the background and basis of later chapters. Theses and dissertations taking this form have long been accepted at UT Arlington.

### Article-Based Thesis or Dissertation

The article-based thesis or dissertation contains chapters that contain complete manuscripts which may be in preparation for publication, in press, or published. The original purpose for writing these manuscripts may or may not have been to satisfy current master's or doctoral degree requirements. Nonetheless, they may be used to demonstrate the author's capacity for independent scholarship and his or her contribution to knowledge.

Coherence across the chapters of article-based theses and dissertations is of major concern because the thesis/dissertation must not be a collection of unrelated manuscripts. The manuscripts must address related issues. Careful selection of manuscripts and convincing, incisive introductory and concluding chapters are required in order to show readers how the articles relate to each other and contribute to the central theme of the thesis/dissertation. The common theme or problem that the manuscripts address is identified and discussed in an introductory chapter. A final concluding chapter discusses the theme or problem in light of the information contained in the manuscripts and provides an opportunity for the writer to explore the broader implications of the work.

A key difference between a monograph-based and article-based thesis/dissertation is in the formatting. An article-based document may contain manuscripts written to conform to the standards of their intended publishers. With few exceptions these formats can be preserved in the thesis or dissertation, even if the format varies somewhat between the manuscripts. In contrast, monograph-based theses or

Dissertations are required to follow a University-defined format throughout. With few exceptions, UT Arlington's format requirement for monograph-style theses and dissertations is they must be formatted in a consistent manner that follows the standards of the writer's field of study.

## Choosing Monograph Style

Choosing to write a thesis or dissertation as a monograph is left to the student, the student's degree-granting unit and supervising committee. The monograph style is especially appropriate for work that is best presented as a series of interrelated chapters. Even research work that could be submitted for journal publication can be presented in monograph style, where the different elements of the research paper are presented in separate Chapters or Sections. For example, Chapter 1: Literature Review, Chapter 2: Methods; Chapter 3: Results, Chapter 4: Discussion/Conclusions.

Monograph style is often used when the thesis or dissertation was principally conducted to meet formal degree requirements.

## Style Requirements for All Theses and Dissertations

Each thesis or dissertation must follow a consistent style throughout. A small number of format requirements are described below and must be met. Students should follow accepted stylistic practices, often described in widely used "style guides" or in instructions to authors provided by publishers regarding other stylistic matters.



Students should consider using the UTA thesis and dissertation electronic template to format their documents. The template is available at <http://library.uta.edu/etd>. For the most part, users can cut and paste sections of their document into the template and it will modify the format of the section as needed to assure that it is formatted acceptably. This relieves writers of much of the labor needed to produce an acceptably formatted thesis or dissertation.

## Choice of Style and Format Guides

The general style and format of a thesis or dissertation, including footnotes, citations and bibliographies must conform to the style and format appropriate to the writer's discipline. While the University will accept any thesis or dissertation that uses the format created by the UTA electronic template (<http://library.uta.edu/etd>), supervising committees determine the details of the format and styles that shall be followed. *Regardless of the particular choices, a chosen style and format must be consistently applied throughout the document.* It is the responsibility of the student and the supervising committee to ensure that an appropriate style has been consistently followed.

In addition to the formatting style provided by the UTA thesis and dissertation electronic template, detailed style choices include the style required by a well-known journal in the major field or a style described in one of several different style guides. Examples of widely used style guides include

- *Publication Manual of the American Psychological Association*
- *MLA Handbook for Writers of Research Papers, Theses and Dissertations*
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.
- The ACS Style Guide
- *the Chicago Manual of Style*
- Scientific Style and Format: the CBE Manual for Authors, Editors and Publishers

## Who Decides When a Thesis or Dissertation is Ready to Be Archived?

The supervising committee will inform the Electronic Thesis and Dissertation (ETD) Coordinator at the Library that the document submitted by the student satisfies academic requirements for the intended degree and that it meets disciplinary style and format expectations. Upon receipt of this notification, the ETD Coordinator will verify that the Intellectual Property Statement has been signed and provided. If the Intellectual Property Statement has not been signed and provided then the thesis/dissertation will not satisfy graduation requirements until that document has been submitted. When the document passes the ETD Coordinator's inspection, he or she, will initiate the archiving process and notify the Office of Admissions, Registration and Records that the student has satisfied the thesis or dissertation requirement related to their intended degree. If there are questions regarding the Intellectual Property Statement, the library will address those. The library is subject to university rules and regulations such as those on copyright, patents, trademarks, trade secrets, sponsored research, etc. and may require a delay in publication or result in the involvement of the Office of Research. This typically occurs when the student does not abide by the principles of the Intellectual Property Statement when preparing their manuscript.

## Format Requirements That Must be met

### Elements of a Thesis or Dissertation—Front Matter, Body and Back Matter

The elements of all theses and dissertations are commonly presented in the order given below. Collectively, elements 1-7 are referred to as "Front Matter," number 8 is simply referred to as the "Body" or "Main Text" (which is usually divided into separate chapters) and the remaining elements, 9 and 10, are called "Back Matter." "REQUIRED" means the section must be included in every thesis or dissertation, optional means the author can elect to exclude that particular section. If an optional section is excluded, omit it entirely and arrange the remaining sections in the order indicated.

Front Matter	<ol style="list-style-type: none"> <li>1. Title page (REQUIRED--the date must be the month and year in which the student will graduate (the only choices for months are, May, August, or December: Do not number this page.</li> <li>2. Abstract page which must be double-spaced (REQUIRED—this page is typically numbered Roman numeral ii)</li> <li>3. Copyright page (optional)</li> <li>4. Acknowledgments page (optional)</li> <li>5. Dedication page (optional)</li> <li>6. Table of Contents (REQUIRED)</li> <li>7. List of Tables, List of Figures, List of Abbreviations, etc. (optional—only consider if you have one or more of these in the thesis or dissertation. Use a separate page at</li> </ol>
Body or Main Text	<ol style="list-style-type: none"> <li>8. Body of master's thesis or doctoral dissertation. Begin page numbering with Arabic numerals and number each page consecutively to the end of the doctoral dissertation. Do not skip any pages within the body of the master's</li> </ol>
Back Matter	<ol style="list-style-type: none"> <li>9. Bibliography/References/Works Cited, (REQUIRED--however, it is <i>optional here if references are provided at the end of every chapter in the main body of the thesis or dissertation</i>).</li> </ol>

## Other Format Requirements that **MUST** be met

Regardless of the overall style chosen, all theses and dissertations submitted at the University of Texas at Arlington must meet the following requirements.

### Page Size

Pages must be equivalent to 8 ½ x 11-inches (letter size). Pages with figures and tables that do not fit optimally in “portrait” position may be set in “landscape” position (11” x 8.5”).

### Text

When creating the PDF file, make certain all fonts and symbols are embedded.

### Line Spacing

The text should be double-spaced. The same line spacing must be used throughout the document *except* in the following cases where writers may choose to use either single or double spacing. The decision to single or double space must be followed every time these cases reoccur in the thesis or dissertation.

- Block quotations, lists in text, and table and figure titles can be single-spaced.
- Appendices: Spacing in appendices will depend upon the nature of the material. Line spacing in appendices may differ from the spacing in the text and may also differ across different appendices.
- Footnotes may be single-spaced and a single space should separate each footnote on a page.
- Endnotes may be single-spaced with single spacing of text between the notes.
- Reference Section may use the same spacing of the text throughout or single space.
- Figure and Table Titles: It is recommended that they be single-spaced to help differentiate them from text.

### Margins

All margins must be a minimum of 1-inch. Any of the approved manuals of style will give rules for setting margins that fall within these limits.

- Margins must be the same size throughout the thesis or dissertation.
- Charts, maps, and other illustrative material must fit within the selected margins.

## Font

Any 10 or 12-point font, except for italic, ornamental or script is acceptable. Times New Roman or Arial are preferred font styles.

- Choose one font size and style and use it throughout the thesis or dissertation.
- Smaller font sizes may be used in footnotes, end notes, figure captions, large tables, and appendices as long as they remain legible. Fonts smaller than 7 are never considered legible.

## Page Numbering

Page numbering begins with the first page of the body of the document. ALL pages beginning with page one and continuing to the last page of the thesis or dissertation must be numbered consecutively with Arabic numbers (1, 2, 3, 4, etc.). Pages prior to the first page of the body of the text need not be numbered. However if these pages are numbered, they should be numbered with Roman numerals (I, II, III, IV, etc.)

## Placement of Page Numbers

Page numbers must be placed in the same location on all numbered pages in the thesis or dissertation this is essential and required. Numbers may be placed at the top right corner, bottom right corner, or bottom center. Only the appropriate Arabic (or Roman) number is to be placed in the location selected for page numbers. Page numbers must not contain text or other symbols.

## Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages must appear in the same location as portrait pages. Type "portrait page number to a landscape page" along with the name and version of the word processing program you are using into a search engine for instructions on how to do this.

## Figures and Tables

Figures are also referred to as illustrations. Diagrams, drawings, paintings, photographs, graphs are labeled as figures. Tables list information in an organized array of rows and columns.

- Material presented in figures or tables MUST fit within the required margins of the thesis/dissertation. They must not extend past the left, right, top, or bottom margins.
- Tables or figures which are too long or too wide for a single page may be continued on the next page. The continued material should be labeled with the word Table or Figure, followed by the table or figure number and the abbreviation (Cont.) All column and row headings for tables must be repeated on each continued page

## Location of Figures and Tables in Text

Figures and tables are often inserted into the body of text near to the text that makes reference to them. If included in the body of the text, a figure should be placed as close as possible to the first reference made to it. However, inserting figures or tables into the body of the text is NOT required. With the approval of the supervising committee Figures and tables may be grouped at the end of each chapter or at the end of the Main Body. The following requirements must be met if Figures and Tables are presented as in grouped format.

- Do not insert some figures and/or tables into the text and group others at the end of chapters. Group all figures and tables or do not group any of them.
- Do not use figure or table "call outs" (e.g., <Place Figure 1.3 about here> or <Place Table 3.2 about here> anywhere in the thesis or dissertation.
- If figures and tables are presented at the end of the chapter they must be grouped in the order they occur in the text. Do not group together by type. If the figure is followed by a table in the text the figure should be followed by the table when presented at the end of the chapter.
- When figures and tables are grouped at the end of a chapter within the main text, they are considered a section of that chapter and should be given the appropriate section heading, such as "Figures," "Tables," "Figures and Tables."
- If figures and tables are grouped at the end of the main text instead of at the end of chapters within the text, they are to be collected in a separate chapter or Appendix which is numbered and given an appropriate title, such as "Figures," "Tables," or "Figures and Tables."
- Each figure or table may be placed on separate pages.
- Several figures or tables may be placed on a single page as long as they remain legible.

## Headers/ Headings

Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently. Chapter headings (titles) are always presented at the top center of a new page. The use of subheadings is generally up to the author. Subheadings may be numbered by level or not. Follow disciplinary practices, regarding the format of headings and subheadings (especially regarding bolding, capitalizing, and numbering) and make sure that these practices are followed throughout the thesis or dissertation. It is not necessary to list subsections in the Table of Contents.

## References or Bibliography

It is permissible to present separate reference lists at the end of each chapter in the Main Text or to include just one list of all sources cited in the thesis or dissertation in the Back Matter section of the document. Some authors may wish to do both.

### *References Presented at the End of the Document*

- The list of citations presented at the end of the thesis/dissertation should begin on a new page with the section heading centered. While its heading is listed like a chapter title in the Table of Contents, the citation list should not be given a chapter number.
- Page numbers on the list of citations occurring at the end of the thesis/dissertation must continue the sequence followed in the Main Text and Appendices (if any).
- Follow disciplinary rules for formatting citations.
- Citations must be preceded by a subheading or heading. Examples of common headings include "Literature Cited," "References," or "Bibliography."

### *References within Chapters*

It is permissible to present the references cited at the end of each chapter

- If references are provided at the end of chapters, they are presented as a subsection of the chapter. This means that they do not have to begin on a new page if they can be continued naturally on the current page.
- Follow disciplinary rules for formatting citations.

## Appendices

An appendix or a set of appendices are not required, but can be used to present relevant material when that material is not suitable for inclusion in the body of the document. Some items that might be included in an appendix are raw data, tables too detailed for text presentation, computer programs, technical notes on methods, schedules and forms used in collecting materials, copies of documents not generally available to the reader, case studies too long to put into the text, etc.

### Appendices Placed in the Back-Matter

- Each appendix must start on a new page.
- Appendices should be labeled, Appendix A, Appendix B, Appendix C, etc. They may be given a subtitle that identifies its content clearly, such as "Appendix A: Figures and Tables."
- The first Appendix is labeled Appendix A, the next Appendix B, and so on alphabetically.
  - The label is centered on the first page of an appendix.
  - The title of the appendix should be centered and placed two lines beneath the label.
  - The title should be double spaced if it is more than one line in length.
  - Information included in the appendix begins on the second page of the appendix
  - The next appendix begins on a new page.
  - The page number of the first page in the first Appendix follows consecutively from the last page from the body of the text and is an Arabic number.

## **Note on Large Size Documents or Supplemental Files**

Electronic submissions may include data in a supplemental file to be included with the final electronic thesis/dissertation submission. See the electronic submission website at [www.library.uta.edu/etd](http://www.library.uta.edu/etd) for instructions on including supplemental files with a thesis or dissertation.

## ***Article-Based Theses or Dissertations***

### **Table of Contents**

Article-Based Theses or Dissertations .....	1
Introduction .....	2
Monograph-style Thesis or Dissertation .....	2
Article-Based Thesis or Dissertation .....	2
Choosing Article-Based Style .....	3
1. Authorship .....	3
2. Copyright Permission .....	3
3. Co-author Permission.....	4
4. Choice of Style and Formats Guides.....	4
Requirements Pertaining to Chapters in an Article-Based Theses and Dissertations.....	5
Chapter 1.....	5
Chapter 2 and Subsequent Chapters Containing Articles.....	5
Final Chapter: General Conclusions .....	6
Who Decides When a Thesis or Dissertation is Ready to be Archived?.....	6
Format Requirements That Must be Met.....	7
Elements of a Thesis or Dissertation —Front Matter, Body and Back Matter .....	7
Other Format Requirements that MUST be met.....	7
Page Size .....	7
Text .....	7
Line Spacing .....	7
Margins .....	8
Font.....	8
Page Numbering.....	8
Placement of Page Numbers.....	8
Placement of Page Numbers on Landscape Pages .....	8
Figures and Tables.....	8
Location of Figures and Tables in Text .....	9
Headers/ Headings.....	9

References or Bibliography .....	9
Appendices .....	10
Appendices Placed in the Back-Matter.....	10
Appendices Embedded in Article Chapters .....	11
Note on Large Size Documents or Supplemental Files .....	11

## ***Introduction***

There are certain stylistic and format issues that thesis and dissertation writers must follow. However, with some exceptions there is no one-size-fits-all format to which all theses and dissertations must conform. Instead, it is expected that authors generally should be guided by disciplinary-based standards regarding academic writing and the guidance of their supervising committees. While the details of how the elements of a thesis or dissertation are written or assembled are important, it is critical that all stylistic and format decisions be consistently applied throughout the document and these decisions follow disciplinary norms.

The University of Texas at Arlington accepts both monograph-style and article-based theses and dissertations.

Departmental policy and a student's supervising committee determine if a monograph-based or article-based format is appropriate.

## ***Monograph-style Thesis or Dissertation***

This is the canonical form of a thesis or dissertation. It is monograph-like, containing a series of related chapters written principally to satisfy degree requirements. Early chapters typically provide an extensive literature review which is the basis of and rationale for a research problem that is analyzed in subsequent chapters. A final chapter summarizes the work and explores its broader meanings and interpretations. The elements of a monograph style dissertation cohere because the content of each chapter exists expressly to provide the background and basis of later chapters. Theses and dissertations taking this form have long been accepted at UT Arlington.

## ***Article-Based Thesis or Dissertation***

The article-based thesis or dissertation contains chapters that contain complete manuscripts which may be in preparation for publication, in press, or published. The original purpose for writing these manuscripts may or may not have been to satisfy current master's or doctoral degree requirements.

Nonetheless, they may be used to demonstrate the author's capacity for independent scholarship and his or her contribution to knowledge.

Coherence across the chapters of article-based theses and dissertations is of major concern because the thesis/dissertation must not be a collection of unrelated manuscripts. The manuscripts must address related issues. Careful selection of manuscripts and convincing, incisive introductory and concluding chapters are required in order to show readers how the articles relate to each other and contribute to the central theme of the thesis/dissertation. The common theme or problem that the manuscripts address is identified and discussed in an introductory chapter. A final concluding chapter discusses the theme or problem in light of the information contained in the manuscripts and provides an opportunity for the writer to explore the broader implications of the work.

A key difference between a monograph-based and article-based thesis/dissertation is in the formatting. An article-based document may contain manuscripts written to conform to the standards of their intended publishers. With few exceptions these formats can be preserved in the thesis or dissertation, even if the format varies somewhat between the

manuscripts. In contrast, monograph-based theses or dissertations are required to follow a University-defined format throughout. With few exceptions, UT Arlington's format requirement for monograph-style theses and dissertations is they must be formatted in a consistent manner that follows the standards of the writer's field of study.

### ***Choosing Article-Based Style***

The article-based thesis or dissertation contains chapters that contain complete manuscripts which may be in preparation for publication, in press, or published. The original purpose for writing these manuscripts may or may not have been to satisfy current master's or doctoral degree requirements. Nonetheless, they may be used to demonstrate the author's capacity for independent scholarship and his or her contribution to knowledge.

Coherence across the chapters of article-based theses and dissertations is of major concern because the thesis/dissertation must not be a collection of unrelated manuscripts. The manuscripts must address related issues. In addition to the careful selection of manuscripts, an article-based dissertation must include introductory and concluding chapters that show readers how the articles relate to each other and contribute to the central theme of the thesis/dissertation. The common theme or problem that the manuscripts address is identified and discussed in an introductory chapter. A final concluding chapter discusses the theme or problem in light of the information contained in the manuscripts and provides an opportunity for the writer to explore the broader implications of the work. In the article-based option the chapters are entire research papers as prepared or accepted for publication. The organization of chapters generally takes this form: Chapter 1: General Introduction; Chapter 2: Paper 1; Chapter 3: Paper 2; Chapter 4: Paper 3; etc., Chapter 5: General Discussion/Conclusions.

### **1. Authorship**

The author of the thesis/dissertation must be the sole or primary author of the articles included in the document. Co-authored papers may be included (if the thesis/dissertation author is the primary author). However, the contributions of thesis/dissertation writer and his or her co-authors to the paper must be clearly stated in the thesis or dissertation. Descriptions of the contributions of co-authors are normally presented in a subsection of the introductory chapter of the document.

### **2. Copyright Permission**

If the article has been published or has been accepted for publication, the author **must** secure written permission from the publisher (who owns the copyright to the paper), giving the author permission use the material in the thesis/dissertation. Contact the Thesis and Dissertation Desk at the Library for information on how to obtain it. Permission to use material must be indicated at the beginning of each chapter containing copyrighted material. The example page titled "Format of the title page included in a chapter containing an article" (page 22 in the examples document) shows how this can be done. Copies of written permissions may also be submitted with the thesis or dissertation as an Appendix.

### **3. Co-author Permission**

Co-authors should be informed of the thesis or dissertation writer's intention to use co-authored work in their thesis or dissertation and the co-authors should agree to permit it.

### **4. Choice of Style and Formats Guides**



The general style and format of a thesis or dissertation, including footnotes, citations and bibliographies must conform to the style and format appropriate to the writer's discipline. While the University will accept any thesis or dissertation that uses the format created by the UTA electronic template (<http://library.uta.edu/etd>), supervising committees determine the details of the format and styles that shall be followed. *Regardless of the particular choices, a chosen style and format must be consistently applied throughout the document.* It is the responsibility of the student and the supervising committee to ensure that an appropriate style has been consistently followed.

In addition to the formatting style provided by the UTA thesis and dissertation electronic template, detailed style choices include the style required by a well-known journal in the major field or a style described in one of several different style guides. Examples of widely used style guides include:

- *Publication Manual of the American Psychological Association*
- *MLA Handbook for Writers of Research Papers, Theses and Dissertations*
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.
- The ACS Style Guide
- *The Chicago Manual of Style*
- Scientific Style and Format: the CBE Manual for Authors, Editors and Publishers

Other Important Considerations: A key difference between a monograph-based and article-based thesis/dissertation is in the formatting. An article-based document may contain manuscripts written to conform to the standards of the intended publishers. With few exceptions these formats can be preserved in the thesis or dissertation, even if the format varies somewhat between the manuscripts. The only change that must be made is the page numbers of the papers must continue consecutively throughout the thesis/dissertation. In contrast, monograph-based theses or dissertations are required to follow a University-defined format throughout. With few exceptions, UT Arlington's format requirement for monograph-style theses and dissertations is they must be formatted in a consistent manner that follows the standards of the writer's field of study.

## **Requirements Pertaining to Chapters in an Article-Based Theses and Dissertations**

### **Chapter 1**

The first chapter in the Main Text section provides a general introduction to the problem(s) investigated or analyzed in the manuscripts included in the thesis or dissertation.

It must contain a description of the problem and an explanation of how papers included in the document address this problem.

- If a paper is co-authored, the contributions of the thesis/dissertation writer and each of the co-authors must be described clearly.
- A review of prior work related to the problem. This review may be deeper or more extensive than publishers allow in manuscripts.
- It is possible that many of the points that need to be included in this introductory chapter are contained in the literature reviews of the individual papers. It is not permissible to simply cut-and-paste sections or otherwise plagiarized work in those papers even if the thesis or dissertation writer is the sole author. It is permissible to summarize these ideas and cite the paper(s) which are the source of them.
- References can be presented in a final section of the chapter. Alternatively all references cited in the thesis/dissertation can be collected within a separate bibliography after the required General Discussion/Conclusions chapter.

## Chapter 2 and Subsequent Chapters Containing Articles

These chapters contain the manuscripts selected for inclusion in the thesis/dissertation. Each manuscript is presented in a separate chapter. The first manuscript is located in Chapter 2.

- Place the Chapter number and title at the top center of the page.
- Any connecting text or supplementary information that is necessary to link the chapter to others may be presented at the start of the chapter under a heading such as “Background” “Introductory Comments” etc.
- Each chapter containing a paper includes the following elements presented in the order below:
  1. Any connecting text or supplementary information needed to link the chapter to others may be presented under a heading such as “Background,” “Introductory Comments,” etc.
  2. Create a title page which is always placed on a new page. If no introductory or background text is included at the start of the chapter, the title page will be the first page of the Chapter. An example of an acceptable lay-out for this page is listed in the “Guides and Examples of elements of Theses and Dissertations.” The title page must contain
    - a. the title of the paper
    - b. the names of any coauthors
    - c. the full citation to the work and a note that permission from the publisher to use the paper in the thesis/dissertation has been granted if the work is in press or has been published.
  2. The article itself is presented beginning on the page following the title page. The presentation must contain the abstract (if the published version contains one,) main body, references, etc., presented in the manner in which the manuscript was prepared for publication or published.
  3. The next article (if any) included in a thesis or dissertation is presented in a new chapter that is formatted exactly as described above.
    - a. Chapters containing papers intended for different publishers may be presented in the format that meets the requirements of each individual publisher even if the publishers require different formats. Alternatively, the papers may be reformatted into a single, common style.
    - b. The pages in each paper must be renumbered so that all pages in the thesis/dissertation are numbered consecutively.

## Final Chapter: General Conclusions

The final chapter in an article-based thesis/dissertation must summarize the results, discuss the results as they relate to the central research questions posed in the introductory chapter of the thesis/dissertation and present the general conclusions supported by the work. Future research directions may also be discussed in this section.

## *Who Decides When a Thesis or Dissertation is ready to Be Archived?*

The supervising committee will inform the Electronic Thesis and Dissertation (ETD) Coordinator at the Library that the document submitted by the student satisfies academic requirements for the intended degree and that it meets disciplinary style and format expectations. Upon receipt of this notification, the ETD Coordinator will verify that the Intellectual Property Statement has been signed and provided. If the Intellectual Property Statement has not been signed and provided then the thesis/dissertation will not satisfy graduation requirements until that document has been submitted. When the document passes the ETD Coordinator’s inspection, he or she, will initiate the archiving process and notify the Office of Admissions, Registration and Records that the student has satisfied the thesis or dissertation requirement related to their intended degree. If there are questions regarding the Intellectual Property Statement, the library will address those. The library is subject to university rules and regulations such as those on copyright, patents, trademarks, trade secrets, sponsored research, etc. and may require a delay in publication or result in the involvement of the Office of Research. This typically occurs when the student does not abide by the principles of the Intellectual Property Statement when preparing their manuscript.

## Format Requirements That Must be met

**Elements of a Thesis or Dissertation —Front Matter, Body and Back Matter** the elements of all theses and dissertations

are commonly presented in the order given below. Collectively, elements 1-7 are referred to as “Front Matter,” number 8 is simply referred to as the “Body” or “Main Text” (which is usually divided into separate chapters) and the remaining elements, 9 and 10, are called “Back Matter.” “REQUIRED” means the section must be included in every thesis or dissertation, optional means the author can elect to exclude that particular section. If an optional section is excluded, omit it entirely and arrange the remaining sections in the order indicated.

Front Matter	<ol style="list-style-type: none"> <li>1. Title page (REQUIRED--the date must be the month and year in which the student will graduate (the only choices for months are, May, August, or December: Do not number this page.</li> <li>2. Abstract page which must be double-spaced (REQUIRED—this page is typically numbered Roman numeral ii)</li> <li>3. Copyright page (optional)</li> <li>4. Acknowledgments page (optional)</li> <li>5. Dedication page (optional)</li> <li>6. Table of Contents (REQUIRED)</li> <li>7. List of Tables, List of Figures, List of Abbreviations, etc. (optional—only consider if you have one or more of these in the thesis or dissertation. Use a separate page at the start of each type of list).</li> </ol>
Body or Main Text	<ol style="list-style-type: none"> <li>8. Body of master’s thesis or doctoral dissertation. Begin page numbering with Arabic numerals and number each page consecutively to the end of the doctoral dissertation. Do not skip any pages within the body of the master’s thesis or doctoral dissertation.</li> </ol>
Back Matter	<ol style="list-style-type: none"> <li>9. Bibliography/References/Works Cited, (REQUIRED--however, it is <i>optional here if references are provided at the end of every chapter in the main body of the thesis or dissertation</i>).</li> <li>10. Appendix (optional).</li> </ol>

## Other Format Requirements that MUST be met

Regardless of the overall style chosen, all theses and dissertations submitted at the University of Texas at Arlington must meet the following requirements.

### Page Size

Pages must be equivalent to 8 ½ x 11-inches (letter size.) Pages with figures and tables that do not fit optimally in “portrait” position may be set in “landscape” position (11” x 8.5”).

### Text

When creating the PDF file, make certain all fonts and symbols are embedded.

### Line Spacing

The text should be double-spaced. The same line spacing must be used throughout the document *except* in the following cases where writers may choose to use either single or double spacing. The decision to single or double space must be followed every time these cases reoccur in the thesis or dissertation.

- Block quotations, lists in text, and table and figure titles can be single-spaced.
- Appendices: Spacing in appendices will depend upon the nature of the material. Line spacing in appendices may differ from the spacing in the text and may also differ across different appendices.
- Footnotes may be single-spaced and a single space should separate each footnote on a page.
- Endnotes may be single-spaced with single spacing of text between the notes.
- Reference Section may use the same spacing of the text throughout or single space.
- Figure and Table Titles: It is recommended that they be single-spaced to help differentiate them from text.

## ***Margins***

All margins must be a minimum of 1-inch. Any of the approved manuals of style will give rules for setting margins that fall within these limits.

- Margins must be the same size throughout the thesis or dissertation
- Charts, maps, and other illustrative material must fit within the selected margins.

## ***Font***

Any 10 or 12-point font, except for italic, ornamental or script is acceptable. Times New Roman or Arial are preferred font styles.

- Choose one font size and style and use it throughout the thesis or dissertation.
- Smaller font sizes may be used in footnotes, end notes, figure captions, large tables, and appendices as long as they remain legible. Fonts smaller than 7 are never considered legible.

## ***Page Numbering***

Page numbering begins with the first page of the body of the document. ALL pages beginning with page one and continuing to the last page of the thesis or dissertation must be numbered consecutively with Arabic numbers (1,2,3,4,...etc.). Pages prior to the first page of the body of the text need not be numbered. However if these pages are numbered, they should be numbered with Roman numerals (I, II, III, IV,...etc.)

## ***Placement of Page Numbers***

Page numbers must be placed in the same location on all numbered pages. Numbers may be placed at the top right corner, bottom right corner, or bottom center. Only the appropriate Arabic (or Roman) number is to be placed in the location selected for page numbers. Page numbers must not contain text or other symbols.

## ***Placement of Page Numbers on Landscape Pages***

Page numbers on landscape pages must appear in the same location as portrait pages. Type "portrait page number to a landscape page" along with the name and version of the word processing program you are using into a search engine for instructions on how to do this.

## ***Figures and Tables***

Figures are also referred to as illustrations. Diagrams, drawings, paintings, photographs, graphs are labeled as figures. Tables list information in an organized array of rows and columns.

- Material presented in figures or tables MUST fit within the required margins of the thesis/dissertation. They must not extend past the left, right, top, or bottom margins.
- Tables or figures which are too long or too wide for a single page may be continued on the next page. The continued material should be labeled with the word Table or Figure, followed by the table or figure number and the abbreviation (Cont.) All column and row headings for tables must be repeated on each continued page.

## ***Location of Figures and Tables in Text***

Figures and tables are often inserted into the body of text near the text that makes reference to them. If included in the body of the text, a figure should be placed as close as possible to the first reference made to it. However, inserting figures or tables into the body of the text is NOT required. With the approval of the supervising committee, figures and tables may be grouped at the end of each chapter or at the end of the Main Body.

The following requirements must be met if Figures and Tables are presented as in grouped format.

- Do not insert some figures and/or tables into the text and group others at the end of chapters. Group all figures and tables or do not group

any of them.

- Do not use figure or table “call outs” (e.g., <Place Figure 1.3 about here> or <Place Table 3.2 about here> anywhere in the thesis or dissertation.
- If figures and tables are presented at the end of the chapter they must be grouped in the order they occur in the text. Do not group together by type. If the figure is followed by a table in the text the figure should be followed by the table when presented at the end of the chapter.
- When figures and tables are grouped at the end of a chapter within the main text, they are considered a section of that chapter and should be given the appropriate section heading, such as “Figures,” “Tables,” “Figures and Tables.”
- If figures and tables are grouped at the end of the main text instead of at the end of chapters within the text, they are to be collected in a separate chapter or Appendix which is numbered and given an appropriate title, such as “Figures,” “Tables,” or “Figures and Tables.”
- Each figure or table may be placed on separate pages.
- Several figures or tables may be placed on a single page as long as they remain legible.

## ***Headers/ Headings***

Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently. Chapter headings (titles) are always presented at the top center of a new page. The use of subheadings is generally up to the author. Subheadings may be numbered by level or not. Follow disciplinary practices, regarding the format of headings and subheadings (especially regarding bolding, capitalizing, and numbering) and make sure that these practices are followed throughout the thesis or dissertation. It is not necessary to list subsections in the Table of Contents.

## ***References or Bibliography***

It is permissible to present separate reference lists at the end of each chapter in the Main Text or to include just one list of all sources cited in the thesis or dissertation in the Back Matter section of the document. Some authors may wish to do both.

### ***References Presented at the End of the Document***

- The list of citations presented at the end of the thesis/dissertation should begin on a new page with the section heading centered. While its heading is listed like a chapter title in the Table of Contents, the citation list should not be given a chapter number.
- Page numbers on the list of citations occurring at the end of the thesis/dissertation must continue the sequence followed in the Main Text and Appendices (if any).
- Follow disciplinary rules for formatting citations.
- Citations must be preceded by a subheading or heading. Examples of common headings include “Literature Cited,” “References,” or “Bibliography.”

### ***References within Chapters***

It is permissible to present the references cited at the end of each chapter

- If references are provided at the end of chapters, they are presented as a subsection of the chapter. This means that they do not have to begin on a new page if they can be continued naturally on the current page.
- Follow disciplinary rules for formatting citations.

## ***Appendices***

An appendix or a set of appendices are not required, but can be used to present relevant material when that material is not suitable for inclusion in the body of the document. Some items that might be included in an appendix are raw data, tables too detailed for text presentation, computer programs, technical notes on methods, schedules and forms used in collecting materials, copies of documents not generally available to the reader, case studies too long to put into the text, etc.

Authors may choose to include their appendices in the Back Matter section or at the end of each chapter. The latter use of appendices is described in the section *Appendices Embedded in Article Chapters*.

### **Appendices Placed in the Back-Matter**

- Each appendix must start on a new page.
- Appendices should be labeled, Appendix A, Appendix B, Appendix C, etc. They may be given a subtitle that identifies its content clearly, such as “Appendix A: Figures and Tables.”
  - The first Appendix is labeled Appendix A, the next Appendix B, and so on alphabetically.
  - The label is centered on the first page of an appendix.
  - The title of the appendix should be centered and placed two lines beneath the label.
  - The title should be double spaced if it is more than one line in length.
  - Information included in the appendix begins on the second page of the appendix
  - The next appendix begins on a new page.
  - The page number of the first page in the first Appendix follows consecutively from the last page from the body of the text and is an Arabic number.

### **Appendices Embedded in Article Chapters**

Additional details on background, methods, procedures, data, etc., may be included in appendices embedded in a chapter containing an article. They may be inserted at the end of the article as a subsection(s) of the chapter. Different material should be put in separate appendices. These subsections can be labeled “Chapter X Appendix” if there will be only one appendix or “Chapter X Appendix 1 (2,3,4 etc.,)” if it is one of several appendices that will be included with Chapter X. Unlike appendices placed in the Back Matter, appending material in this manner does not require a new section started on a new page. It should start where any other subsection in a chapter would begin.

**Note on Large Size Documents or Supplemental Files:** Electronic submissions may include data in a supplemental file to be included with the final electronic thesis/dissertation submission. See the electronic submission website at <http://library.uta.edu/etd> for instructions on including supplemental files with a thesis or dissertation.

## Guides and Examples of Elements of Theses and Dissertations

### Title Page

- The title page must appear as shown in the following examples.
- Type the title of the thesis/dissertation using capital letters throughout. If it occupies more than one line, double space between lines.
- Use word substitutes for formulas, symbols, superscripts, Greek letters, and other non- alphabetical symbols in the title of the thesis/dissertation.
- Master's candidates should use "Thesis," and doctoral candidates should use "Dissertation" on the title page (see examples below)
- The author's legal name must be included as it appears on his or her student record in MyMav.
- On the date line, indicate the month and year of degree conferral, *not the date of the defense or the date you submit your thesis/dissertation*. Degrees are conferred only in May, August, and December
- THE TITLE PAGE IS NOT NUMBERED AND IS NOT INCLUDED IN THE TABLE OF CONTENTS!

Students should consider using the electronic formatter to create and format these sections (<http://library.uta.edu/etd>). Other matters of style should be based on disciplinary standards such as those described in the various style guides listed in the Style Guide section (above).

***TITLE OF THESIS IN CAPITAL  
LETTERS THIS USES SINGLE SPACE  
STYLE***

FOR MULTI-LINED TITLES

by

YOUR FULL LEGAL NAME

THESIS



***Submitted in partial fulfillment of the  
requirements for the degree of Master of  
Arts\* in (your program) at The  
University of Texas at Arlington***

\*or Master of Science

May\*\*, 20XX

\*\*This date is the month and year of your graduation. The month can only be May, August, or December. Do not include day.

***Arlington, Texas***

Supervising Committee:

Mary A. Todd, Supervising Professor  
Abraham Lincoln

Edwin M. Stanton  
Salmon P. Chase

TITLE OF DISSERTATION IN CAPITAL LETTERS  
THIS USES SINGLE SPACE STYLE  
FOR MULTI-LINED TITLES

by

YOUR FULL LEGAL NAME

DISSERTATION

Submitted in partial fulfillment of the requirements  
for the degree of Doctor of Philosophy at

The University of Texas at Arlington  
May\*, 20XX

\*This date is the month and year of your graduation. The month can only be May, August, or December. Do not include day

***Arlington, Texas***

Supervising Committee:

Mary A. Todd, Supervising Professor  
Abraham Lincoln

Edwin M. Stanton  
Salmon P. Chase

Abstract Page Rules:

An example of an acceptably formatted abstract with information about what it should and should not include is included on the following page.

## ABSTRACT

Title of Dissertation, Double-Spaced May  
be in ALL CAPITALS or  
Upper and Lower Case

Your Full Official Name, Ph.D. (or degree sought) The  
University of Texas at Arlington, 20XX

Supervising Professor(s): <insert name of Supervisor(s), no titles or degrees>

Begin typing abstract information here. This is the Abstract that is included in the **Front Matter** section of both monograph-style and article-based theses/dissertations. It should be a concise statement of the nature and content of the thesis or dissertation. It is written in complete sentences and paragraphs rather than in note or outline form. Text should be either double or 1.5 spaced, the same spacing as used throughout the thesis/dissertation. The abstract should not exceed 300 words.

#### Copyright Page:

The following example provides a model for the copyright page. Note, the author of the thesis or dissertation owns the copyright to the document regardless of whether a copyright notice is included or omitted.

Additionally, the student may choose to also display a Creative Commons license on an additional page. For more information regarding Creative Commons licenses: <http://scholarlycommunication.uta.edu/creative-commons-copyright-license>

***Copyright by***

Full Legal Name of Author  
20XX

The page after the title page of your dissertation may contain the copyright statement shown here. Replace 20XX with the current year. This is not the same thing as the copyright release that you must obtain to use your own or others published/in press work in your thesis or dissertation. The three lines should be centered horizontally and vertically as shown above. You may model your copyright page after this. NOTE: NO PAGE NUMBER IS TYPED ON THIS PAGE! This is not an error. They are omitted commonly.



## ACKNOWLEDGEMENTS

This page is where you acknowledge all those who helped you with your academic research. The lay-out should look like this. Remember to acknowledge sources of funding for the work (if any) in this section. This is *not* where you would recognize loved ones who supported you during your studies. That would be more appropriately done in an optional Dedication page.

Common examples of things appearing in the Acknowledgments include

- This work was supported by a grant ...
- I thank my Supervising Committee for...
- I thank Dr. Todd my Supervising Professor for her.....
- Gideon Wells assisted with collecting...
- I thank Professor Seward access to his collection of .....

## ***Dedication***

The Dedication section is formatted much as the Acknowledgement Section. Here individuals who supported the writer during their studies are acknowledged. This is not typically where writers recognize those who assisted them academically which is done on an Acknowledgment page. Dedications tend to be more personal than Acknowledgments and recognize those who supported or inspired the writer in ways that cannot be expressed or appreciated by a simple acknowledgement of academic support and assistance.

## DEDICATION

This page is where you acknowledge all those who helped you with your academic research. The general lay-out should result in a few sentences that look like these. Remember to acknowledge sources of funding for the work (if any) in this section. This is *not* where you would recognize loved ones who supported you during your studies. That would be more appropriately done in an optional Dedication page.

The Dedication section is formatted much the Acknowledgement Section. Here individuals who supported the writer during their studies are acknowledged. This is not typically where writers recognize those who assisted them academically which is done on an Acknowledgment page. Dedications tend to be more personal than Acknowledgments and recognize those who supported or inspired the writer in ways that cannot be expressed or appreciated by a simple acknowledgement of academic support and assistance. Common examples of things appearing in the Acknowledgments include

- I dedicate this thesis to my mother and father for their unwavering...
- I dedicate this work to my Supervising Professor, Dr. Todd, my mother and father and my significant other who .....
- I dedicate this dissertation to the members of my writing group without whom I would have...my significant other...
- I dedicate this work to Dr. Todd, my Supervising Professor. Without her unending support (inspiration, guidance, tolerance, therapy, friendship) I would .....
- I praise...

## ACKNOWLEDGEMENTS

This page is where you acknowledge all those who helped you with your *academic research*. The lay-out should look like this. Remember to acknowledge sources of funding for the work (if any) in this section. This is *not* where you would recognize loved ones who supported you during your studies. That would be more appropriately done in an optional Dedication page.

Common examples of things appearing in the Acknowledgments include

- This work was supported by a grant ...
- I thank my Supervising Committee for...
- I thank Dr. Todd my Supervising Professor for her.....
- I thank the people who agreed to be interviewed for this work for their candor and willingness...
- Gideon Wells assisted with collecting...
- I thank Professor Seward access to his collection of .....
-

## List of Figures/Illustrations

### LIST OF FIGURES (or Illustrations)

Figure		Page
1.	Complete sentence-style title of Figure 1.....	10
2.	Complete sentence-style title of Figure 2 that will not fit attractively on one line.....	11

A List of Figures is not required but may be included if the thesis/dissertation contains figures. However, it must be included if a List of Tables is used. The above is an acceptable format for such a list. Note the following:

1. Double space between each figure listed.
2. Long titles are broken up into several single spaced lines and the list is more attractive if the first line of the long title is longer than the others.
3. Indent lines after the first line of a long divided title by a few spaces.
4. Note if leader dots are used in a List of Figures, they must be used in the List of Tables (if any) and the Table of Contents.

*The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.*

## List of Tables

### LIST OF TABLES

Table	Page
1. Complete sentence-style title of Table 1.....	12
2. Complete sentence-style title of Table 2 that will not fit attractively on one line.....	14

A List of Tables is not required but may be included if the thesis/dissertation contains tables. However, it must be included if a List of Figures is used. The above is an acceptable format for such a list. Note the following:

1. Double space between each table listed.
2. Long titles are broken up into several single spaced lines and the list is more attractive if the first line of the long title is longer than the others.
3. Indent lines after the first line of a long divided title by a few spaces.
4. Note if leader dots are used in a List of Illustrations, they must be used in the List of Figures (if any) and the Table of Contents.

*The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, Appendices and the Table of Contents are correct.*

<b>Front Matter</b>
---------------------

# ABSTRACT

Title of Dissertation, Double-Spaced May  
be in ALL CAPITALS or  
Upper and Lower Case

Your Full Official Name, Ph.D. (or degree sought) The  
University of Texas at Arlington, 20XX

Supervising Professor(s): <insert name of Supervisor(s), no titles or degrees>

Begin typing abstract information here. This is the Abstract that is included in the **Front Matter** section of both monograph-style and article-based theses/dissertations. It should be a concise statement of the nature and content of the thesis or dissertation. It is written in complete sentences and paragraphs rather than in note or outline form. Text should be either double or 1.5 spaced, the same spacing as used throughout the text of the thesis/dissertation. The abstract may not exceed 300 words.

## Examples of Tables of Contents

### Examples of Tables of Contents

The Table of Contents must include the major sections headings for Text and Bibliography and their respective page numbers. All chapter titles and subheadings listed on the Table of Contents must exactly match the headings as presented in the text. For example, a chapter labeled “Chapter 3” in the Table of Contents should not appear as “Chapter III” within the text.

Approved style guides should dictate the details of the format of the Table of Contents. The following are common and acceptable characteristics of most Table of Contents formats:

- Table of Contents entries are generally double-spaced.
- Chapter titles and subheadings, when more than one line long, should be indented at the second (and subsequent) line(s) with single-spacing between the lines.
- Major sections in the Front and Back Matter and Chapters within the body of the thesis/dissertation may be listed on the Table of Contents with left-justified headings (not indented).
- Sub-headed sections can, but are not required to be listed in the Table of Contents. It is sufficient that the Table of Contents presents only the major sections and chapters.
  - The major sections are:
  - Acknowledgements, List of Figures/ Tables/Abbreviations/Symbols, Abstract, Chapters, Appendices, References (if a general reference section is needed)
- Subheadings if included, must be indented under the appropriate major section or chapter heading in the Table of Contents.
- The page numbers for all sections listed on the Table of Contents are right-justified. Examples of

several common and acceptable styles of Table of Contents follow.



**Example 1: A Table of Contents that does not list subsections in each chapter. The example also shows how leader dots should appear.**

## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES .....	iv
LIST OF ABBREVIATIONS .....	v
ABSTRACT .....	vi
CHAPTER ONE: TITLE .....	1
CHAPTER TWO: TITLE .....	11
CHAPTER THREE: TITLE .....	21
CHAPTER FOUR: TITLE .....	43
APPENDIX	
1. TITLE OF APPENDIX 1 .....	44
2. TITLE OF APPENDIX 2 .....	45
LITERATURE CITED (OR REFERENCES, BIBLIOGRAPHY, etc.) .....	46

*Note: This example shows how a Table of Contents might appear if subheadings used in the chapters are not listed. Presenting subheadings in a Table of Contents is not required and is recommended that authors do not list them.*

*The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.*

**Example 2: A Table of Contents with  
subheadings and leader dots**

TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES.....	iv
LIST OF ABBREVIATIONS.....	v
ABSTRACT.....	vi
CHAPTER ONE: TITLE .....	1
CHAPTER TWO: TITLE .....	11
Subheading Title .....	22
Subheading Title Extending Over One or More Lines .....	33
APPENDIX	
3. TITLE OF APPENDIX 1 .....	44
4. TITLE OF APPENDIX 2 .....	45
LITERATURE CITED (OR REFERENCES, BIBLIOGRAPHY, etc.) .....	46

*Note: This example shows how subheadings in chapters might appear if they were to be listed in a Table of Contents. However, presenting subheadings in a Table of Contents is not required and is recommended that authors do not list them if doing so is permissible.*

*The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.*

**Example 3: Table of Contents with References and/or Graphs and Tables presented as subsections at the end of each chapter**

## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	ii
LIST OF ILLUSTRATIONS .....	iii
LIST OF TABLES .....	iv
LIST OF ABBREVIATIONS .....	v
ABSTRACT .....	vi
CHAPTER ONE: TITLE .....	1
References (Literature Cited, etc.) .....	5
CHAPTER TWO: TITLE .....	11
Subheading Title .....	22
Subheading Title Extending Over One or More Lines .....	33
Graphs and Tables .....	44
Title of Appendix 1 .....	64
References (Literature Cited, etc.) .....	65

The most typical practice is to place the list of references and appendices at the end of a thesis or dissertation. However, this is not required. References cited in a particular chapter and even appendices related specifically to material contained in a particular chapter may be presented at the end of that chapter, rather than at the end of the manuscript. If they are included in a chapter, they must be presented in the final subsection of the chapter. [Note: materials that pertain to the content of more than one chapters in the main text/body should be put in an appendix located at the end of the manuscript]. Similarly, If tables and graphs used in a chapter are not inserted into the text but are to be presented in the chapter (as opposed to presenting them in an appendix in the Back-Matter) they are presented together under one subsection in the order in which they are mentioned in the text at the end of the chapter. Look at Chapters One and Two above to see how such subsections appear in a Table of Contents.

*Note: Including subheadings in the Table of Contents is not required and it is recommended that authors consider avoiding them except when they choose to include References, graphs/tables or appendices at the end of chapters contained in the main text or body of the thesis or dissertations. These types of materials are presented under subheadings at the end of the chapter as shown above.*

*The last thing that should be done before submitting the final version of a thesis or dissertation is to check and make sure the titles and page numbers in a List of Figures, List of Tables, and the Table of Contents are correct.*

An example of an acceptable format for  
chapter numbers and chapter titles

CHAPTER 1

FORMATTING A CHAPTER

Take note of the following points

- Each new chapter begins on a new page.
- The first chapter is labeled Chapter 1, the second Chapter 2 and so on and these labels are centered. It is acceptable to place the label at the top of the page as shown above, but the style manual used by a program may require that it be placed further down the page.
- Chapter titles are not required but may be used. "FORMATTING A CHAPTER" at the top of this page is an example of a chapter title and is properly positioned relative to the chapter label.
- The title of the chapter (if any) should be placed beneath the chapter label (i.e., below CHAPTER 1) double-spaced if it is more than one line in length.
- Titles are centered below the chapter label, in non-bold font.
- Leave at least 2 blank lines of space between the label (Chapter 1) and the title of the chapter (FORMATTING A CHAPTER) and the title of the chapter and the beginning of the body of text.
- Follow the approved style manual for formatting headings/subheadings in a chapter.
- If tables and graphs used in a chapter are not inserted into the text but are presented at the end of the chapter, they are put in a labeled subsection at the end of the chapter.
- You may provide a list of references cited in a particular chapter in a final subsection at end of that chapter, rather than at the end of the thesis/dissertation.

## Appendices located in the Back Matter

### APPENDIX 1

#### FORMATTING CONSIDERATIONS FOR APPENDICES INCLUDED IN THE BACK MATTER

- If the thesis/dissertation only has one appendix it is not necessary to give it a descriptive title. It can simply be labeled APPENDIX 1, except when the appendix contains a manuscript (see formatting appendices for presenting manuscripts.)
- It is very helpful to give appendices descriptive titles, especially if the thesis/dissertation contains more than one appendix. "FORMATTING CONSIDERATIONS FOR APPENDICES INCLUDED IN THE BACK MATTER" is the title of this example appendix.
- The title of the appendix (if any) should be centered placed 1.5 or double spaced beneath the APPENDIX 1 label
- The title should be double-spaced if it is more than one line in length.
- All material presented in an appendix must fit within the margins set for the rest of the thesis/dissertation.
- Line spacing of material and font size in an appendix depends on the nature of the material and can differ from that used in the rest of the thesis/dissertation.

## Appendices in article-based theses/dissertations

### Formatting Appendices used in article-based theses/dissertations

An article-based thesis/dissertation may include appendices in the back matter as described above. Alternatively, it may make more sense to include appendices at the end of the chapter which presents the article. If so, present the appendix as a subsection of the chapter.

- Follow format conventions for sub-headings.
- It is not necessary to start the appendix on a new page, but it may make sense to do so.
- Give the appendix a title that identifies it with the chapter in which it occurs, e.g., CHAPTER X APPENDIX 1. You may also give the appendix a descriptive title (e.g., DATA)

## References

### REFERENCES

This example's Title is formatted for a reference list that will be presented in the Back Matter of a thesis/dissertation. Back Matter reference lists begin on a new page with the title centered as shown above. The section can have one of several titles depending on disciplinary practices. Examples of titles include REFERENCES, BIBLIOGRAPHY, LITERATURE CITED and WORKS CITED.

This section can be omitted if references are cited at the end of each chapter in the Main Text. There is no requirement that all the references cited in a thesis/dissertation be collected together and re-listed at the end of the document if the citations are given in reference subsections located at the end of each chapter.

If references are presented in the chapter, they should be placed in a subsection with an appropriate title, such as References, Bibliography, Literature Cited or Works Cited. Like any other subsection, a subsection in a chapter containing references begins at the end of the preceding subsection. It does not begin on a new page if there is room on the page to begin a new subsection.

This example **should not be** used to format title page that is included in the Front Matter of the thesis/dissertation. This is the title page that must be the first page in a chapter in which an article that has been published or has been prepared for publication is presented. This example contains the minimum amount of information required. Additional information may be included. ***Note the footnote*** in the title of the paper. It is intended to acknowledge the permission of the publisher to use published/in press work.

Permission must be obtained and noted on this page. Permission is not necessary if the work has not been accepted for publication.

**Format of the title page included  
in a chapter containing an article**

## CHAPTER X

TITLE OF THE ARTICLE WRITTEN IN ALL CAPITALS

AND DOUBLE SPACED BETWEEN LINES IF LONGER THAN ONE LINE<sup>1</sup>

List all authors' names in the order in which they appear on the manuscript, provide full citation information if published or in press; if submitted, indicate where it was submitted and the year it was submitted. This information may be either single or double spaced.

The first page of the article begins on the next page.

---

<sup>1</sup> If the paper is published or in press indicate that you have obtained permission to use the manuscript in your thesis or dissertation by writing a foot note containing this phrase:

Used with permission of the publisher, 20XX where 20XX is the year permission was granted