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 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.

✓ Submit an Application for Graduation to the Office of Records and Registration by the deadline specified in the Office of Records and Registration calendar. Graduation applications are submitted by students via MyMav.

✓ Submit your Intellectual Property Statement to the library at any time during the semester you intend to graduate. See library.uta.edu/etd for details.

✓ Defend your thesis or dissertation by the specified deadline on the online calendar. An “unconditional pass” is one of the UT Arlington graduation requirements.

✓ 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 thesis or dissertation through the submission link: https://uta-etd.tdl.org/.

✓ The ETD Coordinator will send you instructions via email of the library is missing documentation for your ETD or Intellectual Property Statement, or the Survey of Earned Doctorates for Ph.D. candidates.

✓ Once your thesis or dissertation has been submitted, the library must also have an Intellectual Property Statement (IPS) on file. Send this document via email to thesis-bind@uta.edu. Ph.D. 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.

✓ 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.