Thesis/Dissertation Formatting
Doctoral Projects Timeline
Policies/Forms

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Thesis/Dissertation

• **Formatting template & materials**
  - Available to download online
  - Use *current semester’s* template

• **Formatting workshops & webinars**
  - Offered each semester

• **Formatting review (preliminary draft)**
  - Submit by Preliminary Draft Deadline

• **Final Submission Requirements**
  - All requirements due by 5:00 p.m. on Final Deadline

• **Student Questions?**
  - Direct to Lauren Beaver
Thesis/Dissertation Defense Announcements

• Defense announcements posted online on The Graduate School’s website

• Submit at least two weeks prior to defense date
  
  o Lauren.Beaver@utsa.edu

• Required information – see handout
Doctoral Projects Timeline

- Doctoral Handbooks – due late August
- Doctoral Progress Reports – due late September
  - Written Annual Feedback
- 18 Characteristics of Texas Doctoral Programs
  - Core Faculty Lists: Due early August
  - Departmental Data: Due November 1
  - Final Review of OIR Data: Due December 13
Transfer of Credit – Master’s

- Required to be attached:
  - Transcript(s)
  - Effective Fall 2013, foreign transcripts require a Foreign Credentials Evaluation
  - Syllabus or course description
  - Evidence of accreditation

- Remember:
  - Grades must be B (3.0) or better
Transfer of Credit – Doctoral

• Required to be attached:
  – Transcript(s)
    • Effective Fall 2013, foreign transcripts require a Foreign Credentials Evaluation
  – Syllabus or course description
  – Evidence of accreditation

• Remember:
  – Grades must be B (3.0) or better
Transfer of Credit – Reminders

The following statement on page two must be completed:

“This degree program requires _____ hours and the GPC recommends approval of _____ transfer hours. The majority (over 51%) will be completed at UTSA.”

If left blank, The Graduate School will contact the college to request that the GAR complete the statement.
Interim Master’s

Students admitted to a doctoral program directly from a bachelor’s-level degree may apply for an interim master’s degree after they have:

- Completed all requirements for the master’s degree
- Passed their qualifying/comprehensive exam

Please note: This is not a permanent change in classification.
Doctoral Degree to Master’s Degree

**Permanent** change in level (doctoral to master’s).

Students who wish to return to the original doctoral program after this request has been approved must reapply to the doctoral program.
Change of Classification, Degree, Major

**Effective Fall 2013**, students who wish to change their major, degree objectives, or classification* must submit a new graduate application along with a nonrefundable application fee.

- Must be submitted by the appropriate application deadline.
- Must follow admissions requirements for appropriate program.
- New policy appears in the upcoming 2013-2015 Graduate Catalog.

*Classification: special graduate to degree-seeking, non-degree seeking to degree-seeking, etc.*
Doctoral Leave of Absence

- Doctoral students must be continuously enrolled.
- May request a Leave of Absence (not to exceed one year).
- Prevents student from receiving funding from program; may affect ability to receive financial aid/loans or defer loan payments.
- Request should be submitted no later than or during the semester prior to the requested leave.
Voluntary Withdrawal

- Students who wish to **permanently withdraw** from a graduate degree program.
- Once request is approved, student must reapply and be readmitted to UTSA if they wish to return.
- Additional formal procedure through the Registrar’s Office.