



**UTSA** The Graduate School

## Thesis & Dissertation:

**Preparation Guidelines and FAQs** *(updated fall 2020)*

**PLEASE NOTE:** GUIDELINES CHANGE. PLEASE FOLLOW THE CURRENT GUIDELINES AND TEMPLATE. **DO NOT** USE A FORMER STUDENT'S THESIS OR DISSERTATION AS A GUIDE FOR FORMATTING.

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## Introduction

This guide is designed to help students present the results of their graduate studies and research for completion of either the Master's Thesis/Recital Document or Doctoral Dissertation. The manuscript is intended to demonstrate the student's ability to conduct, document, and communicate the results of independent research. While the content is left to the discretion of the student and their Supervising Committee, formatting standards are established by The Graduate School.

### Template, Guidelines, and The Graduate School's Website

**Q. Does The Graduate School have a template or any other formatting information?**

**A.** Yes, we offer a template, formatting workshops, as well as individual formatting support as needed. Read over the materials provided on the Thesis/Dissertation webpage and download the formatting template. You are **strongly encouraged** to attend a formatting workshop or webinar. All information can be found here:

<http://graduateschool.utsa.edu/current-students/category/thesis-dissertation/>

**Q. Where can I find the template and what formats are available?**

**A.** You can locate the template on this page:

<http://graduateschool.utsa.edu/current-students/formatting-requirements/>

The template is available in MS Word (Standard Template and 3-Paper/Multiple Essay Template) and LaTeX/LyX formats (Standard Template only).

**Q. I am in the Biomedical Engineering joint program. Is there a separate template for me?**

**A.** Yes, there is a separate MS Word version of the template for Biomedical Engineering students. At this time, there is not a separate LaTeX template for BME students. If you are using LaTeX, please also download the Word BME template and pay close attention to the changes on the *Title Page* and the *Abstract* reflecting the joint program.

### **RESEARCH PROJECTS CANNOT BEGIN UNTIL ALL APPLICABLE COMPLIANCE APPROVALS HAVE BEEN OBTAINED.**

The University of Texas at San Antonio Office of Research Integrity and Compliance (ORIC) reports to the Vice President for Research and provides oversight and support for the responsible conduct of University research. This includes facilitating comprehensive regulatory guidance, providing educational activities, monitoring compliance, and the development, distribution and implementation of written policies, procedures, and standards of conduct that support adherence to institutional policies and applicable federal, state, and local laws and regulations.

ORIC areas of oversight and support include the Institutional Review Board (IRB) and the use of **human subjects** in research; the Institutional Animal Care and Use Committee (IACUC) and the use of **animals in research**; the Institutional Biosafety Committees (IBC/rDNA, IBC/Chemicals); the Conflict of Interest Committee; ExportControl issues; Time and Effort Reporting; and training in the Responsible Conduct of Research (RCR).

Visit the ORIC online: <https://oric.utsa.edu>

### **How It Works**

Required application forms needed for requesting permission to use humans, animals, or any other compliance-related areas in your research must be completed. The completed forms are submitted to the ORIC for review and approval. Please allow two to three weeks for this process. Upon successful review, an official approval letter will be issued to you.

### **Where to Find the Application Forms**

- The **Human Subjects** application is currently located on the Research Integrity and Compliance website at: <http://www.utsa.edu/oric/irb/>
- The application for use of **Animals** is currently located on the Research Integrity and Compliance website at: <http://www.utsa.edu/oric/iacuc/>
- The **Biosafety** application is currently located on the Research Integrity and Compliance website at: <http://www.utsa.edu/oric/ibc/>

**NOTE:** These forms and a copy of your approval letter **must be included in an appendix to your thesis/dissertation** when it is submitted to The Graduate School and must follow all required formatting guidelines, including a page number at the bottom center and the appropriate margins. The easiest way to include the IRB letter is to insert it into your Word document as an image (either scan the hard copy of the letter or save the PDF as an image file). If you have questions about how to format these forms within your appendix, please contact [gradengage@utsa.edu](mailto:gradengage@utsa.edu) for help.

**If you have questions about completing the forms or other questions on approval for your study, please contact ORIC.**

## Use of Copyrighted Material

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less in a work of scholarship or criticism does not require written permission of the copyright owner (but must be in quotation marks with the proper citation given). However, the area of “fair use” of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. Style manuals provide further discussion of “fair use.”

Should the student decide that it is necessary to obtain permission from the copyright holder, the usual procedure is to write the owner and obtain a written authorization for use of the material (a.k.a. copyright permission). A copy of the permission to use copyrighted material must appear in an appendix to the Master’s Thesis/Recital Document or Doctoral Dissertation. Ordinarily, the only condition for use will be that proper acknowledgment be made.

Software owned by company or corporation is protected under U.S. law. It is illegal to use, in whole or in part, any software, design, and/or documentation in any activity, including research, publications, university papers, assignments, or theses without prior written permission from the company or corporation. A copy of the permission must appear in the appendix of the Master’s Thesis/Recital Document or Doctoral Dissertation.

## Previously Published Material

### Permission for Use of Previously Published Material

Subject to the approval of the student’s Supervising Committee, the student has the option to include as part of the Master’s Thesis/Recital Document or Doctoral Dissertation the text of an original paper or papers that have been or will be submitted to journals in the field.

If the student has already previously published any portion of his/her Master’s Thesis/Recital Document or Doctoral Dissertation material, **written authorization from the journal(s) must be obtained before the material is used.** A copy of this permission **must appear in the appendix** to the Master’s Thesis/Recital Document or Doctoral Dissertation.

The inclusion of manuscripts co-authored by the candidate is acceptable, but the student is required to make an **explicit statement on who contributed to such work and to what extent.** The Master’s Thesis/Recital Document or Doctoral Dissertation must conform to all formatting requirements explained in this guide.

**Any manuscript containing journal papers, prepared in the manuscript format, must include a preface.** In addition, the Acknowledgements section of the Thesis or Dissertation **must include the full text of the two italicized paragraphs listed below** in the “Required Text for Published Material” section.

### Formatting Published Materials

The styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals; thus, styles may differ among parts of the Master’s Thesis/Recital Document or Doctoral Dissertation. The pagination, margins, spacing, and type size of the parts, however, must follow the guidelines for the traditional Master’s Thesis/Recital Document or Doctoral Dissertation

(see “Document Structure” and “Page Numbers” sections of this guide). The preliminary pages will be the same as for the traditional Master’s Thesis/Recital Document or Doctoral Dissertation.

In most cases, manuscripts of previously published materials must be retyped to conform to the type size, margin, and legibility requirements of the traditional Master’s Thesis/Recital Document or Doctoral Dissertation. Pages of those chapters should be numbered consecutively with the rest of the Master’s Thesis/Recital Document or Doctoral Dissertation. Photographs or other materials which do not duplicate well from reprints or scans must be included in their original form.

If you are unsure whether your document follows the required formatting, please contact [gradengage@utsa.edu](mailto:gradengage@utsa.edu).

## **Required Text for Previously Published Materials**

The first page of the published chapters should have an asterisk (\*) next to the title. When copies of papers already published are used as separate chapters, connecting texts and supplementary explanatory material are almost always necessary.

**The following two paragraphs shall be cited on the Acknowledgements page of any Master’s Thesis/Recital Document or Doctoral Dissertation which includes work that has been previously published. These paragraphs should be single-spaced and italicized.**

*“This Master’s Thesis/Recital Document or Doctoral Dissertation was produced in accordance with guidelines which permit the inclusion as part of the Master’s Thesis/Recital Document or Doctoral Dissertation the text of an original paper, or papers, submitted for publication. The Master’s Thesis/Recital Document or Doctoral Dissertation must still conform to all other requirements explained in the “Guide for the Preparation of a Master’s Thesis/Recital Document or Doctoral Dissertation at The University of Texas at San Antonio.” It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion. Additional material (procedural and design data as well as descriptions of equipment) must be provided in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported.*

*It is acceptable for this Master’s Thesis/Recital Document or Doctoral Dissertation to include as chapters authentic copies of papers already published, provided these meet type size, margin, and legibility requirements. In such cases, connecting texts, which provide logical bridges between different manuscripts, are mandatory. Where the student is not the sole author of a manuscript, the student is required to make an explicit statement in the introductory material to that manuscript describing the student’s contribution to the work and acknowledging the contribution of the other author(s). The approvals of the Supervising Committee which precede all other material in the Master’s Thesis/Recital Document or Doctoral Dissertation attest to the accuracy of this statement.”*

**Include a statement beneath the chapter title which describes: (1) that the material has been previously published, the name of the journal, when it was previously published, and the names of any co-authors; (2) in the event of co-authorship, an explicit statement indicating individual contributions to the work; (3) any additional information needed regarding discrepancies between the chapter as presented and the published version (revisions, updates, reorganization, abridging texts, etc.).**

## Writing Styles

In addition to adhering to the requirements explained in this guide, each student should consult with the style manual that is normally used in their discipline. Should one not exist, please consult with the most current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. A copy of this book is available in the UTSA Library. Having decided upon the methods of research presentation and the mechanics of form, please remember to be accurate and consistent throughout your document.

## Document Structure

### Document Structure: Standard Template

Below is the required structure and organization for the Master's Thesis/Recital Document or Doctoral Dissertation.

1. **Title Page**
2. **Copyright Page (optional):** Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. Registration with the U.S. Copyright Office is not required to secure copyright. It is a legal formality to place on the public record the basic factors of a particular copyright. The notice of copyright appears as the sole item on the page immediately following the signature page. The student's name must appear as it is on file in the Registrar's Office. If you choose not to register the copyright, please delete the copyright page from your final document.
3. **Dedication Page (optional)**
4. **Acknowledgments**
5. **Abstract**
6. **Table of Contents:** The table of contents should accurately reflect the outline and the organization of the manuscript. It should include the abstract, acknowledgements, list of tables, list of figures, chapters of the text, appendices (if present in document), references, and vita.
7. **List of Tables (required if tables are in document)**
8. **List of Figures (required if figures are in document)**
9. **Manuscript Text:** The text should be divided into as many chapters or sections as necessary.
10. **End Notes (if present):** If you choose to include End Notes in your document, they will appear after the last page of your text. Continue numbering with Arabic numerals.
11. **Appendices (if present):** Appendix material must meet the same formatting requirements as the rest of the document. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible. Appendices appear *before* the references.
  - o If you have an approval letter from the IRB, it must be included in an appendix.
12. **References**
13. **Vita**

## Document Structure: 3-Essay/Multiple Essay Template

Below is the required structure and organization for the Master's Thesis/Recital Document or Doctoral Dissertation 3 Essay Format.

1. **Title Page**
2. **Copyright Page (optional):** Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. Registration with the U.S. Copyright Office is not required to secure copyright. It is a legal formality to place on the public record the basic factors of a particular copyright. The notice of copyright appears as the sole item on the page immediately following the signature page. The student's name must appear as it is on file in the Registrar's Office. If you choose not to register the copyright, please delete the copyright page from your final document.
3. **Dedication Page (optional)**
4. **Acknowledgments**
5. **Abstract:** This is the abstract to the overall Thesis/Dissertation and provides a concise summary of all the papers.
6. **Table of Contents:** The table of contents should accurately reflect the outline and the organization of the manuscript. It should include the abstract, acknowledgements, list of tables, list of figures, chapters of the text, appendices (if present in document), references, and vita. Please refer to the 3 Essay Formatting Template for further guidelines.
7. **List of Tables (required if tables are in document)**
8. **List of Figures (required if figures are in document)**
9. **Manuscript Text:** The text should be divided into as many chapters or sections as necessary. Each paper can include its own Abstract at the beginning of the manuscript text. You would follow the same guidelines & writing style as you normally would when writing the paper.
10. **End Notes (if present):** If you choose to include End Notes in your document, they will appear after the last page of your text. Continue numbering with Arabic numerals.
11. **Appendices (if present):** This applies ONLY to Paper #1. Appendix material must meet the same formatting requirements as the rest of the document. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible. Appendices appear *before* the references.
  - If you have an approval letter from the IRB, it must be included in an appendix.
12. **References:** This applies only to Paper #1.
13. **You will repeat #9-12 for each separate Paper.**
14. **Vita**



## Page Numbers

Document pagination must follow the requirements outlined below.

### Required Page Number Sequence

PAGE(S)	PAGINATION	PLACEMENT
<b>No Page Numbers</b>		
Title Page	Counted No page number	None
Copyright (optional)	Counted if included No page number	None
Dedication (optional)	Counted if included No page number	None
<b>Lowercase Roman Numerals</b>		
Acknowledgements	Counted Lowercase Roman numeral (ii, iii or iv)*	Bottom+Center
Abstract	Counted Lowercase Roman numeral	Bottom+Center
Table of Contents	Counted Lowercase Roman numeral	Bottom+Center
List of Tables & List of Figures	Counted Lowercase Roman numeral	Bottom+Center
<b>Arabic Numerals</b>		
Text (Chapter 1, Intro. or Preface)	Counted Arabic numeral (starts at page 1)	Bottom+Center
Endnotes (if present)	Counted if present Arabic numeral	Bottom+Center
Appendices (if present)	Counted if present Arabic numeral	Bottom+Center
Bibliography/References/Works Cited	Counted Arabic numeral	Bottom+Center
<b>No Page Numbers</b>		
Vita	Not counted No page number	None

*\*The first page in the document with a page number appearing on the page will be the first page of the Acknowledgements section. Pagination will start here with either ii, iii, or iv, depending on the optional inclusion of Copyright and/or Dedication pages.*

### How to Set Up Page Numbers in Word

The best way to make sure your page numbers are correct is to download and use the formatting template provided on our website: <http://graduateschool.utsa.edu/current-students/formatting-requirements/>.

If you lose the page number formatting that appears in the template, you can set up all page number sections manually. Remember, you will have multiple page number sections (without page numbers, Roman numeral page numbers, Arabic numeral page numbers, and the Vita) in your document.

The Graduate School has created a help document which includes step-by-step instructions for setting up page numbers per our template requirements. Download the “Troubleshooting/How-To Resources for Microsoft Word” document available at:

<https://graduateschool.utsa.edu/current-students/preparation-guidelines/>

If you continue to have trouble setting up your page numbers after following the instructions in the “Troubleshooting/How-To Resources for Microsoft Word” document, please contact [gradengage@utsa.edu](mailto:gradengage@utsa.edu) for guidance.

## Final Notes on Page Numbers

- Regardless of writing style, page numbers will always appear at the bottom, center of the page (i.e. no running headers)
- Regardless of the orientation (portrait vs. landscape) of material on the page, page numbers will always appear in the same physical place on the page (imagine your document as if printed in a book—even when the material on a page is rotated, the page number’s placement does not change from that of the other pages in the book)

## Text, Spacing, Margins

### Text

- The manuscript text should be **black**.
- **Times New Roman** and **Arial** are acceptable. Students are to use **12 point fonts** within the body of the text.
  - You may set your text at 10pt for endnotes, footnotes, and table/figure titles and descriptions. Be consistent if you choose to do this. For example, if one table/figure title is 10pt, all table/figure titles must be 10pt.
- **Remove all hyperlinks** that are in the text and in the bibliography. To do this in Word, right-click on the link and select “Remove Hyperlink.” This will convert your link to plain text.

If the student wishes to go beyond the set font sizes, they must consult with The Graduate School ([gradengage@utsa.edu](mailto:gradengage@utsa.edu)).

The final copy must be a professional quality manuscript, correct in spelling and punctuation, and neat in format.

### Spacing

The Master’s Thesis/Recital Document or Doctoral Dissertation must be double-spaced or one and a half spaced throughout, with the exception of the dedication, quotations, lengthy tables/figures, and footnotes. Entries in the bibliography, Table of Contents, List of Tables, and List of Figures may be single-spaced within each entry, so long as a space is inserted between each entry (see references section in template for example of this spacing).

## Margins

The margins must be set to the following values throughout the entire document:

Left margin: 1"                      Top margin: 1"  
Right margin: 1"                    Bottom margin: 1"

All page numbers should be centered at the bottom of the page. The bottom of the page number should be 0.5 inches from the bottom edge of the page.

**These margins are required throughout the entire document, including pages containing tables, figures, or other illustrative materials.** All tables and figures must sit *inside* the margins. The Graduate School will measure your margins to be sure your document follows the correct guidelines.

## Tables and Figures

Tables and figures should bear their identifying numbers and headings on the pages upon which they appear. Labels should include the full word "Table" or "Figure", the number of the table/figure and the title.

Tables are labeled **above the table**. Figures are labeled **below the figure**.

*Examples:*

Table 1: Title

example	example	example
example	example	example
example	example	example
example	example	example



Figure 1: Title

If a table or figure requires more than one page, the subsequent pages must be labeled as "Continued." For example: "Table 1: Continued" or "Figure 1: Continued." Do not repeat the table/figure title on pages with table/figure continuations.

*Continuing table example:*

Table 1: Title Typed Here		

  

Table 1: Continued		

*Continuing figure example:*



The numbering style (Table 1, Table 2, and so forth vs. Table 1.1, Table 2.1 and so forth) will be determined by your writing style.

## Content and Page Number Placement

Horizontal (landscape) tables and figures must be positioned correctly: the top of the figure or table will be against the *left* margin. Figure captions and table headings should be placed in the same horizontal direction as the figure or table. Page numbers will need to appear in the same physical location and direction as all other pages in the document.

Example of proper placement:

Sample A	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14	A15	A16	A17	A18
Sample B	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14	B15	B16	B17	B18
Sample C	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18
Sample D	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18
Sample E	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13	E14	E15	E16	E17	E18
Sample F	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18
Sample G	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G13	G14	G15	G16	G17	G18
Sample H	H1	H2	H3	H4	H5	H6	H7	H8	H9	H10	H11	H12	H13	H14	H15	H16	H17	H18
Sample I	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I12	I13	I14	I15	I16	I17	I18
Sample J	J1	J2	J3	J4	J5	J6	J7	J8	J9	J10	J11	J12	J13	J14	J15	J16	J17	J18
Sample K	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18
Sample L	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18
Sample M	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18

When using the landscape orientation function in Microsoft Word, the page number will be placed incorrectly by default (it will appear on the right long edge of the page). This will need to be fixed to meet template standards.

Comprehensive instructions for fixing page numbers in landscape pages can be found in the “Troubleshooting/How-To Resources for Microsoft Word” document, available here: <https://graduateschool.utsa.edu/current-students/preparation-guidelines/>

One way to avoid formatting difficulties with landscape pages is to **keep the page in portrait orientation and rotate the material on the page as needed**. The best way to do this is to save an image of your table or figure, insert that image into your document, and then rotate the image (left 90 degrees). A rotated text box can then be used to insert the caption or title. This will allow you to present your material in landscape orientation without having to manually move (and then keep track of) the page numbers.

## Oversized Material

Tables and figures, including maps and illustrations, should be prepared to facilitate binding and preservation. Oversized charts and graphs may be reduced in size to fit within the appropriate margins; however, this reduction must not seriously degrade the readability or usefulness.

If you need to include oversized material (large maps, charts, or anything that does not fit within the required margins of the document) in your document, these materials will be submitted electronically to ProQuest as “supplemental material.” Supplemental material will appear in a pocket in the back of the ProQuest bound copies, typically burnt onto a CD, and will be accessible electronically when the thesis/dissertation is viewed online. For more information, please contact [gradengage@utsa.edu](mailto:gradengage@utsa.edu).

## Documentation of Sources

**References** - All manuscripts must have references. The “References” section contains a list of texts explicitly cited in your manuscript. Follow your chosen style manual. Your references may also be titled “Bibliography” or “Works Cited” according to your writing style.

**End Notes/Foot Notes** - Depending on your chosen style, you may use footnotes, endnotes, or in-text parenthetical references that correspond to a reference list at the back of your manuscript. Endnotes and footnotes may be numbered either sequentially from the beginning to the end of the text, or within each chapter.

## Formatting Assistance

### Preliminary Draft Review Appointments

The Graduate School has partnered with UTSA Libraries to provide preliminary draft review appointments to all thesis and dissertation students during their final semester. Scheduling a preliminary draft review appointment is not required, but always highly recommended.

During the preliminary draft review appointment, a staff member will:

- Review your document’s formatting and inform you of any revisions needed to meet The Graduate School’s formatting template standards
- Provide a brief overview of the final submission process to ProQuest
- Answer any general questions you have about the formatting and submission process

For more information, visit:

<https://graduateschool.utsa.edu/current-students/preliminary-draft/index.html>

### Assistance from The Graduate School

Formatting webinars will also be conducted every semester. These comprehensive webinars cover The Graduate School’s formatting requirements, formatting tips and tricks, submission requirements, and the submission process. For the latest webinar schedule, visit:

<https://graduateschool.utsa.edu/current-students/formatting-workshops/index.html>

Additional resources are available at:

<https://graduateschool.utsa.edu/current-students/preparation-guidelines/index.html>

General questions about the thesis and dissertation formatting and submission process? Contact [gradengage@utsa.edu](mailto:gradengage@utsa.edu).

### ProQuest Electronic Submission (Masters & Doctoral)

Students are required to submit **one electronic copy** of their manuscript to the ProQuest website. The ProQuest submission must be completed by 3:00 p.m. on the final deadline. More information on the required ProQuest submission can be found here:

<http://graduateschool.utsa.edu/current-students/proquest/>

**Q. Does it cost anything to submit electronically through ProQuest?**

**A.** There is no fee to submit your document to ProQuest. Any charges are associated with optional add-ons offered through ProQuest. These include the copyright registration (\$55.00), Open Access publishing (\$95.00), and bound copies (prices vary). All three of these items are optional.

**Q. Is registering the copyright mandatory?**

**A.** No, registering the copyright is optional. Copyright registration is offered through ProQuest when you submit your electronic copy. You must decide if you are registering the copyright *prior* to submitting your final copies to the Graduate School. If you do register the copyright, the fee through ProQuest is \$55.00 and the copyright page from the template must be included in your document. If you choose not to register the copyright, please delete the copyright page from your final copies.

For more information on copyright, please visit ProQuest's resources page:

<http://www.etdadmin.com/cgi-bin/main/resources>

**Q. Can I buy bound copies of my thesis/dissertation?**

**A.** Yes, ProQuest offers the option to purchase bound copies for your personal use. The University does not offer personal binding services. This is one of the final options offered to you during the ProQuest submission process. You are not required to buy bound copies, but they are available if you are interested.

### Survey of Earned Doctorates (Doctoral only)

This survey is required for doctoral candidates *only*. The survey must be completed online no later than 5:00 p.m. on the final deadline. More information on the survey can be found here:

<http://graduateschool.utsa.edu/current-students/doctoral-requirements/>

**Q. What is the Survey of Earned Doctorates?**

**A.** The Survey of Earned Doctorates (SED) is a federal agency survey in which UTSA participates, conducted by NORC for the National Science Foundation and five other federal agencies. The SED gathers information from new doctoral graduates about their educational histories, funding sources, and post-doctoral plans.

Doctoral students must complete the online SED by the final deadline. This is *not* the survey you complete when you apply for graduation. The link to complete the SED can be found on our website:

<http://graduateschool.utsa.edu/current-students/doctoral-requirements/>

## Registration

**Q. Do I need to be enrolled in thesis/dissertation hours during the semester I will defend and submit my final thesis/dissertation?**

**A.** Yes, you are *required* to be enrolled in thesis/dissertation hours during the semester you defend and submit your document to The Graduate School. See the Graduate Catalog for more information or contact the Registrar's office: 210-458-8000 or [registrar@utsa.edu](mailto:registrar@utsa.edu)

## Common Problems

**Q. I'm not able to defend prior to the final deadline. Will you accept my final thesis/dissertation on the deadline day without a defense?**

**A.** No, we will not accept a thesis or dissertation without a defense. You must defend before you can submit a final draft of your thesis or dissertation to The Graduate School. We suggest you allow two weeks between your defense and the final deadline to allow time to make any revisions required by your committee.

**Q. I need to graduate this semester, but I also need additional time to complete my final document. I won't be able to meet the final deadline. What can I do about this?**

**A.** If you need to discuss the deadline, please contact [gradenage@utsa.edu](mailto:gradenage@utsa.edu) *before* the final deadline to review your situation.

**Q. Can you help me distribute personal bound copies to friends/family/my department since I live out of state?**

**A.** No. You are responsible for distribution and handling of any personal bound copies you choose to order.

## General Questions

**Q. Do you have all of my doctoral forms?**

**A.** In order for doctoral students to be cleared to graduate, we must have all completed doctoral forms on file. You may ask to review your file by contacting [gradengage@utsa.edu](mailto:gradengage@utsa.edu). Your department is responsible for routing the completed forms through your College and to The Graduate School for the Dean's signature. More information on doctoral forms is available here: <http://graduateschool.utsa.edu/faculty-staff/doctoral-forms/>

**Q. When should I defend my thesis or dissertation?**

**A.** The Graduate School recommends that you defend at least two weeks before the final deadline in order to allow adequate time to make revisions. Please work with your committee to schedule your defense.

**Q. Where can I find the deadline to apply for graduation?**

**A.** You can find this deadline on the Graduation Coordination website: <http://www.utsa.edu/registrar/graduation.cfm>

**Q. I submitted my thesis/dissertation to The Graduate School, but my grade is still RP. When will my official grades show?**

**A.** The Graduate School does not assign grades for your thesis or dissertation. For questions regarding grades, you should contact your advisor or supervising professor. You may also contact the Registrar's Office at (210) 458-8000.