DEPARTMENT OF ENGLISH

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCTORAL PROGRAM IN ENGLISH

ACADEMIC POLICIES AND PROCEDURES HANDBOOK

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I. DOCTORAL DEGREE PROGRAM AREA

The Doctor of Philosophy degree in English [http://colfa.utsa.edu/english/phd.html](http://colfa.utsa.edu/english/phd.html) offers students full-time and part-time opportunities for advanced study and research in cross-cultural, transnational approaches to English language and literary studies, with coursework required in U.S. Latina/o literature and rhetoric and composition. The Ph.D. in English is awarded to candidates who complete all required coursework; demonstrate in-depth cross-cultural knowledge of literature, language, and/or composition and rhetoric; and produce an original dissertation that contributes to their fields of specialization.

II. ORGANIZATIONS AND ADMINISTRATION OF THE DOCTORAL PROGRAM

The Ph.D. Graduate Program Committee (Ph.D. GPC), a representative committee of three or more faculty members, administers the doctoral program in the Department of English within the College of Liberal and Fine Arts. The committee is constituted according to department, college, and university (Graduate Council) bylaws. After consultation with the full graduate faculty, the Ph.D. GPC recommends admission of students into the program. The Ph.D. GPC oversees the implementation of degree requirements on behalf of the Graduate Faculty and carries out such tasks as recommending admission of students to candidacy for the Ph.D. This committee formulates academic policy, guidelines, and curricula and submits them to the Graduate Faculty for formal review, amendment, and approval.

The Department Chair appoints the Graduate Advisor of Record (GAR) for the Ph.D. program for a three-year term in accordance with department, college, and university (Graduate Council) bylaws. The Ph.D. GAR will manage the day-to-day operations of the program, advise all doctoral students, maintain records, chair the Ph.D. GPC, and represent the Department in most matters relating to doctoral students. The certification of students to doctoral candidacy and the monitoring of a student’s progress before he or she advances to candidacy will also be the responsibility of the Ph.D. GAR, along with the chair of the student’s Qualifying Exam committee and the Ph.D. GPC. Questions about degree requirements and academic policies should be directed to the GAR, but final authority for the Ph.D. Program rests with the Office of the Vice Provost and Dean of the Graduate School.

III. DEGREE REQUIREMENTS AND PROCEDURES

A. Admission. In addition to satisfying the university-wide graduate admission requirements, successful applicants must have a master’s degree in English or a related discipline with a GPA of 3.5 or better OR a bachelor’s degree in English or a related discipline with a GPA of 3.5 or better in upper-division and/or graduate work. Applicants must have a minimum of 18 upper-division and/or graduate hours in English literary and language studies with a GPA of 3.5 or better. Applicants must submit a statement of purpose (2-3 pages); a writing sample (minimum 15-page research paper with works cited); and three letters of recommendation attesting to their academic training, capability, and potential success in a doctoral program. Graduate Record Examination (GRE) scores (General exam only) are required before admission can be considered. Only test scores from within the last five years will be accepted. Students who have received degrees from non-English speaking universities must submit TOEFL scores of no less than 550 (paper version), or 79 (internet version), as well as satisfy all other Graduate School requirements. Doctoral students admitted conditionally must satisfy all deficiencies during the first year of study.

B. Graduate Fellowships. Students accepted into the doctoral program are eligible to receive university fellowships, which may entail research and teaching responsibilities. Students must be registered full time (9 credit hours/semester and 3 credit hours/summer) while on the English doctoral fellowship. Outside employment for students on fellowship is strongly discouraged and may jeopardize fellowship funding. Any student wishing to work outside of UTSA, full or part time, must obtain the permission of the Ph.D. GAR, the Department Chair, and the Graduate Dean. Students may at any time opt out of fellowship support. However, doing so may jeopardize future reinstatement of their funding. Students who accept outside funding, which is strongly encouraged as it enhances a student’s professional profile, will have their fellowships reduced proportionally for the period of their outside grant. However, they may apply for reinstatement with a fellowship when the outside grant expires. In no case will the UTSA fellowship be applicable for more than five years. Students on fellowship who withdraw from the program before completing their degrees will lose their fellowship funding at the end of the semester in which they withdraw.
C. Grades. Students must show satisfactory progress throughout the course of the program. Students who fail to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken, will be placed on probation as per the Graduate Catalog. In addition, all fellowship students must maintain a 3.3 GPA every semester of their enrollment as fellowship students. If a student’s GPA falls below 3.3, he or she will lose the fellowship at the end of that semester. Under extraordinary circumstances, a student may be allowed one semester of probation on the fellowship.

Students on fellowship who do not advance to candidacy by the end of their third year of study (six full semesters) risk losing their fellowship support. (Students who come into the program with only a B.A. degree have five years to advance to candidacy.) Fellowship students should not expect funded support, including teaching support, beyond their fifth year of study.

It is department policy (determined by a Graduate Faculty vote) that students on fellowship who have an incomplete must finish the course requirements by the end of the subsequent semester. Students who do not finish an incomplete within a year, allowing it to become a permanent incomplete, or students who receive more than one C in all coursework, are not judged to be making satisfactory progress and, under normal circumstances, they will be removed from fellowship status. Students and their faculty should be aware that having even one incomplete in a semester may affect the student’s ability to obtain further financial aid (loans, etc.). Students who are ABD (having completed “All But Dissertation”) can have no more than two incompletes in total.

D. Teaching Assistant (TA) or Research Assistant (RA). In order to receive the full stipend, doctoral students on fellowship are required to teach undergraduate composition classes (WRC 1013 or 1023) or other courses, to work as research assistants, or to assume other responsibilities as determined by the Ph.D. GAR and the Department Chair. Work assignments and compensation will conform to the UTSA Handbook of Operating Procedures (HOP). Graduate student instructors should apprise themselves of “Faculty Rights and Responsibilities” as detailed in the HOP [http://www.utsa.edu/hop/chapter2/2-46.html]. TAs or RAs who, in the judgment of the Ph.D. GPC, Ph.D. GAR, and Department Chair, fail to perform their duties, may lose their assistantships. All students who teach in the Writing Program or the English Department must have successfully completed ENG 5183: Theory and Practice of Teaching Composition (or its equivalent from another university, upon approval of the Ph.D. GAR in consultation with the Ph.D. GPC and faculty specialists). All students who receive Teaching or Research Assistantships must attend all scheduled orientations, whether in the Writing Program, the university, the college, or the department. ENG 5173: Theory and Practice of Teaching Literature is strongly recommended for students interested in teaching literature courses.

Doctoral students are normally limited to teaching freshman- or sophomore-level courses; Ph.D. students who have successfully completed their Qualifying Exams and have advanced to candidacy may be eligible to teach other undergraduate courses in the English Department subject to the approval of the Ph.D. GPC, Ph.D. GAR, and Department Chair. In order to be considered for such an assignment, students must meet the following minimum criteria: completion of all required coursework, with an overall GPA of at least 3.5, and demonstration of teaching excellence in the form of teaching evaluations and other teaching materials. These materials will be reviewed by the Ph.D. GAR in consultation with the Ph.D. GPC, who will make recommendations regarding teaching assignments to the Department Chair. The Department Chair is responsible for final decisions on course scheduling.

As per HOP 2.2, “The Department Chair is responsible for assuring that all Teaching Assistants are carefully supervised” [http://www.utsa.edu/hop/chapter2/2-2.html]. As such, the English Department Chair shall delegate annual teaching observations of doctoral students who are instructors of record in the English Department to the PhD GAR and other qualified faculty. The report on the class visit must be conveyed to the student, preferably in a supportive mentoring meeting, and placed in the students’ file. They can be used by students for their annual reports and for their teaching portfolios, which are required by most hiring committees. These visits are meant to be mentoring opportunities along the lines of the teaching observations all faculty at UTSA undergo. This process includes the opportunity for the student to write, in response to the teaching observation, “a reflective summary describing any steps taken or changes made towards the enhancement of teaching and improvement of student learning” (Provost’s Office, Peer Observation Guidelines). This response provides an opportunity for students to begin to draft their statement of teaching philosophy, which is part of the teaching portfolio. Students are also encouraged to have their Dissertation Chair observe their teaching at least once so she or he can write convincingly about teaching excellence in her or his letters of recommendation.
E. Annual Report. At the end of each academic year, beginning with their second year, as part of the process of their professionalization, students will submit to the Ph.D. GAR an Annual Report, using a form provided by the Ph.D. GPC, with a portfolio that must include the following:

- a curriculum vitae; syllabi for all classes taught that year, a self-assessment covering teaching strengths and weaknesses, and the university and department evaluation forms for the Teaching file;
- a two-page summary of research activity for the Research file, along with copies of any conference papers or publications;
- and a one-page statement on any service activities for the Service file as applicable.

Since many job applications require a statement outlining an applicant's philosophy of teaching as well as research plan, students are encouraged to seek advice on the Annual Report and portfolio in consultation with the Ph.D. GAR if pre-Qualifying Examination, the Qualifying Examination chair if in the Qualifying Examination period, or the Dissertation Committee chair after the Qualifying Examination has been successfully completed.

F. Language Requirement. In addition to fluency in English, students must demonstrate proficiency in Spanish or another language that is approved in advance by the Ph.D. GAR in consultation with the GPC. Proficiency may be demonstrated in one of the following ways:

1. Successful completion of an upper-division undergraduate course or a graduate course with a grade of “B” or better. The Ph.D. GAR in consultation with the Ph.D. GPC must approve the course in advance.
2. Passing the CLEP (College Level Examination Program) with a score of 85% or higher (Raw score of 68 or higher). See CollegeBoard.com for more information about CLEP. Note: UTSA Testing Services regularly offers the CLEP.

Students may not take the Qualifying Examination until they have met the language requirement and they cannot advance to candidacy. Students are therefore strongly encouraged to satisfy the language requirement as soon as possible, and no later than their third year in the program.

G. Attendance Requirement. All students must attend classes as per UTSA Regulations as listed in the Handbook of Operating Procedures. If a student on fellowship cannot attend classes or fulfill commitments and does not notify the Ph.D. GAR, then his or her stipend may be suspended and procedures instituted to ascertain whether or not he or she should be dropped from the fellowship. Students who seek to take an authorized leave from the program must submit a written statement explaining their reasons for doing so to the Ph.D. GAR. The Ph.D. GPC, the Ph.D. GAR, and the Department Chair must formally approve leaves from the program; this leave must ultimately be approved by the Graduate School (see Graduate Catalog for stipulations). Students on leave wishing to resume their participation in the program must likewise submit a written request for reinstatement, which will be reviewed by the Ph.D. GAR, the Ph.D. GPC, and the Department Chair. The Ph.D. GAR in consultation with the Ph.D. GPC and the Department Chair will recommend to the Graduate Dean whether or not to reinstate the student after a leave. Final decisions regarding reinstatement rest with the Graduate Dean.

H. Registration. Policies and guidelines recommended by the Ph.D. GPC and approved by the Ph.D. GAR, the Department Graduate Faculty, the Department Chair, the Graduate Council, and Dean of the Graduate School govern the registration of doctoral students. Students are advised to meet with the Ph.D. GAR and their individual Qualifying Exam Committee chairs prior to registering for classes.

Rules concerning registration, late registration, adding classes, dropping classes, and auditing classes are all found in the Graduate Catalog or in the Schedule of Classes listed on ASAP (UTSA Home Page). Academic standing, cancellation of enrollment, withdrawal procedures, and reinstatement in the University and student classification are also addressed in the Graduate Catalog under General Academic Regulations, Registration Procedures.

I. Transfer of Credits. Students who have completed doctoral-level course work in English from other universities may appeal to have up to 12 semester credit hours apply to the requirements of the UTSA English doctoral program provided that the courses are of similar or equivalent content. All appeals consisting of a letter of appeal, together with any needed documentation, are subject to the approval of the Ph.D. GAR in consultation with the Ph.D. GPC. All transfer credit to be applied to the Ph.D. Program in English must have been earned within the six (6) years immediately preceding the date of matriculation of the student into the
program. UTSA Special Graduate students and M.A. students may transfer only 6 hours of their coursework toward the doctoral degree. Exceptions may be approved upon recommendation of the Ph.D. GAR in consultation with the Ph.D. GPC, the Department Chair, and the Office of the Dean of the Graduate School. As per the Graduate Catalog, courses completed by correspondence or extension cannot be applied to the English doctoral degree program.

J. Course Requirements. The minimum number of semester credit hours required for this degree, exclusive of coursework or other study required to remove admission deficiencies, is 39 graduate hours beyond the master’s degree.

Students who are accepted into the doctoral program without a master’s degree must complete all requirements for the M.A. in English or its equivalent as determined by the Ph.D. GPC and the Ph.D. GAR in accordance with the Graduate Catalog. Students admitted with a B.A. must consult with the M.A. and Ph.D. GARs in their first semester of study to establish a degree plan that satisfies this requirement. Any grade lower than a “B” (3.0 on a 4.0 scale) in a graduate course will not count toward the 39 semester credit hours of coursework required for the program.

K. Program of Study. The program of study should be drafted as the student undergoes coursework, in consultation with the Ph.D. GAR (see Graduate Catalog for degree requirements.) Students should also consult their Qualifying Exam or Dissertation Committee Chair about course selection. The Ph.D. GAR must approve the completed program of study, and submit it to the Dean of the Graduate School through the Dean of the College for final approval.

L. Qualifying Examination. All students seeking a doctoral degree must pass a Qualifying Examination (QE). The Qualifying Examination is taken upon completion of coursework, including all incompletes, and fulfillment of the language requirement (see above). The QE will draw from the fields of literary/cultural studies, language/linguistics, or composition/rhetoric, and will be based on three areas: one of which must be multiethnic, cross-cultural, or transnational in focus; one of which should include theory; and a third area to be determined by the student in consultation with his or her QE Committee Chair—generally the projected subject of the dissertation itself. The QE process is divided into three parts: the reading lists and rationales, the position papers, and the oral examination. The exam committee must consist of three members from the English Department, all to be selected by the student. A student may (but is not required to) include on her/his Qualifying Examination Committee a faculty member from outside the department. If the member is a non-UTSA faculty member (including department retirees) he or she must be admitted as a Special Member to the UTSA Graduate Faculty and approved by the Ph.D. GAR, the Department Chair, the COLFA Associate Dean of Graduate Studies, the Graduate School Dean, and the UTSA Graduate Council. UTSA retirees may be regarded as either inside or outside members. Students should submit names of qualifying examination committee members to the Ph.D. GAR for approval at least a semester prior to the semester they plan on taking the exam. In general the student’s QE committee chair and student will make the final decisions about the content of the Qualifying Examination papers, with the other committee members serving in advisory roles. All committee members conduct the exam itself and vote to pass or fail the student. There will be a meeting of the committee once the chair and student have worked on the rationales for the reading lists; another meeting will be scheduled to conduct the oral qualifying exam. The QE should also provide for outside members when necessary.

The student will prepare reading lists in each area approved by the Qualifying Examination Committee and compose position papers in each of the three areas. Students will have ten weeks from the time of the approval of their brief rationales (6-10 pages) and reading lists (approximately 40 titles in each) to submit the completed position papers. Each position paper should be approximately 20-30 pages in length, not including footnotes, endnotes, or list of works cited. Committee members may discuss reading lists, rationales, and readings or critical/theory works with the student relevant to the position papers (particularly in the setting of Directed Readings), but cannot offer written or oral feedback on actual drafts of the position papers because these are meant to represent independent work on the part of the student. The Qualifying Examination will be scheduled within two weeks of completion of the position papers, which should be submitted to the Qualifying Exam committee via the Qualifying Exam chair. The exam will be a two-hour timed oral exam on the position papers and reading lists. The student will have two weeks after the exam to make any revisions to the position papers at the committee’s request. Passing the Qualifying Examination is a prerequisite for advancement to candidacy for the doctoral degree.
M. Dissertation Prospectus. The Dissertation Prospectus (also called "Proposal") is written after the completion of the Qualifying Examination. A student will have completed the qualifying process when the examination committee unanimously approves the student’s dissertation prospectus of 15-20 pages. The prospectus should include a clear plan of research in addition to a strong original argument. It should be submitted no more than eight (8) weeks after approval of the Qualifying Examination. Students should expect to submit more than one draft of the prospectus prior to this deadline, and so should plan accordingly. The Dissertation Committee, including the outside member, must approve the Dissertation Prospectus (see below on Dissertation Chair and Dissertation Committee). The chair of the committee submits the approved prospectus to the Ph.D. GAR, who is chair of the Ph.D. GPC. Students should not send the prospectus directly to the Ph.D. GAR nor communicate directly with the COLFA Associate Dean for Graduate Studies. The Ph.D. GPC and the Ph.D. GAR will review the prospectus to ensure that it conforms to college and graduate school requirements. The Ph.D. GAR, as chair of the Ph.D. GPC, will communicate any suggestions for revisions to the chair of the student’s committee, who will then work with the student on these changes. When the Ph.D. GPC approves the final prospectus, the Ph.D. GAR will forward it to the COLFA Associate Dean for Graduate Studies. Approval of the prospectus should normally take place in the same semester as the Qualifying Examination. Upon approval of the Dissertation Prospectus, the Dissertation Committee must sign the Dissertation Proposal Form, which is then signed by the Ph.D. GAR and the Department Chair and submitted to the COLFA Associate Dean for Graduate Studies and the Graduate School Office along with the Prospectus. A copy of the approved prospectus is placed in the student’s file.

N. Admission to Candidacy. A student will be admitted to candidacy after completing all university and departmental requirements (including the Language Requirement), passing the Qualifying Examination, and securing approval for the Dissertation Prospectus. As stated above, from the date of written approval of the Qualifying Exam the student has eight (8) weeks to complete the prospectus. The student must petition for advancement to candidacy in writing by filling out the Application for Candidacy form obtained from the Department’s Graduate Studies Office. A student who advances to candidacy must be in good standing and have successfully completed:

1. all required course work;
2. the Language Requirement for the degree;
3. the Qualifying Examination;
4. the Dissertation Prospectus, approved by the student’s dissertation committee, the Ph.D. GPC, and the Ph.D. GAR.

The student will advance to candidacy upon approval of the Ph.D. GAR, the Department Chair, and the Dean of the Graduate School.

As per the Graduate Catalog, “Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation.” It is normally expected that any student admitted to the doctoral program in English who already possesses a master’s degree in English or a comparable field (with the required 18 upper-division English hours) should advance to candidacy within three years after enrollment. Any student admitted to the program with only a Bachelor of Arts degree is expected to advance to candidacy within five years. Students on fellowship who fail to reach candidacy by these projected deadlines risk loss of being in good standing.

O. Doctoral Dissertation. Candidates must demonstrate their ability to conduct independent research by completing and defending an original dissertation that makes a significant contribution to the field of literature, language, and/or composition and rhetoric. The student, in consultation with his or her Dissertation Chair, determines the research topic. The Dissertation Committee will guide and critique the candidate’s research and writing of the Dissertation. During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, he or she is required to enroll in ENG 7311/3. Students must register for the dissertation for a period of at least two consecutive full-time semesters. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the Dissertation Chair notifies the Graduate School and the Ph.D. GAR at least two weeks in advance of the date of the final oral defense.
P. Dissertation Chair. During their first semester of study, students are urged to meet with individual faculty to discuss their research interests and to select a Qualifying Exam chair (see above). After passing the Qualifying Examination, students must submit in writing to the Ph.D. GAR their choice of a Dissertation Chair who may or may not be the Chair of the student’s Qualifying Examination Committee. Students must seek the consent of the faculty member before listing her or him as their Qualifying Exam or Dissertation committee chair. Full-time students who have not been approved for a Dissertation Chair after completing the Qualifying Examination must meet with the Ph.D. GAR and the Ph.D. GPC to decide what to do about their lack of progress, which can include being dropped from the program. If the student is accepted with only a baccalaureate degree, the student must complete the master’s degree or its equivalent during the first two years and may concurrently work toward the Ph.D. on special petition of a faculty member who has agreed to act as Qualifying Examination Chair, with the approval of the GAR.

Q. Dissertation Committee. The Dissertation Committee has the responsibility for general supervision of the student’s research and ultimately for certifying to the Graduate School that an acceptable dissertation has been submitted and that all degree requirements have been completed. The Committee is selected by the student, in consultation with his or her Dissertation Chair, and with the approval of the Ph.D. GAR in consultation with the GPC, the Department Chair, and the Graduate School. Students are responsible for submitting names of the chair and at least three additional members of the Dissertation Committee (one of whom must be external to the department) to the Ph.D. GAR for approval. The total size of the committee may not exceed five; under normal circumstances, only one of the Dissertation Committee members may be from UTSA departments other than the Department of English. These UTSA faculty members must be members of the Graduate Faculty in their respective departments. With the approval of the Ph.D. GPC, Ph.D. GAR, and Graduate School, faculty from outside UTSA may be included on a dissertation committee. Non-UTSA committee members, including department retirees, must be admitted as Special Members to the Graduate Faculty, approved by the English Graduate Faculty, the Ph.D. GAR, the Ph.D. GPC, the Department Chair, the COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA Graduate Council. If a student, after consultation with his or her dissertation chair, requires a second outside member (i.e. to cover an area that is not represented by department faculty), the student’s chair should submit a request in writing to the Ph.D. GAR, to be reviewed by the Ph.D. GPC.

The Dissertation Chair provides day-to-day guidance to the student, adjudicates any differences among committee members, and communicates with the Ph.D. GAR. All members of the committee are available for consultation, and the student should regularly seek their advice. The Dissertation Chair also has the general responsibility for monitoring the student’s research progress. A progress report written by the student and signed by the Dissertation Chair should be submitted to the Ph.D. GAR at the end of each academic year. It is recommended that the student meet with each member of the Dissertation Committee at least two times per year and the Dissertation Chair once a month.

It is sometimes necessary to change the membership of the Dissertation Committee prior to completion of the dissertation. This procedure involves a petition to the Ph.D. GAR and approval of the Ph.D. GPC, the Department Chair, and the Graduate School. The student should consult with the Ph.D. GAR before initiating any action. Changes in the committee should be completed well in advance of the final oral dissertation defense.

R. Progress Review. All students are required to sign the Milestones Agreement specifying that, under normal circumstances, doctoral work must be completed in five years. If the doctoral degree is not completed within three years from the date of advancement to candidacy, the Ph.D. GAR in consultation with the GPC will review the student’s progress annually. The committee may recommend that the student meet new requirements adopted in the interim or take additional courses; it may also recommend that the student’s candidacy be extended one or two semesters, or that it be terminated. Recommendations of the Ph.D. GPC will be forwarded to the Graduate School for final approval. Students may be required to cover any financial penalties incurred by the Graduate School if they exceed their permitted semester credit hours. As per the Graduate Catalog, students who have not completed their degree within eight years will be subject to removal from the program.

S. Final Oral Examination (Defense of the Dissertation). No later than three weeks before the last class day of the semester in which the candidate intends to graduate, the dissertation must be successfully defended before the Dissertation Committee. A successful defense requires unanimous approval by the
Dissertation Committee. The dissertation defense entails two components: 1) an oral presentation by the candidate before the Dissertation Committee of the methods and conclusions of the dissertation (normally less than one hour in length), and 2) a discussion of the Dissertation during which the candidate answers questions about the dissertation from the Dissertation Committee and members of the audience. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the student’s Dissertation Committee;
2. passed all required examinations, including the final oral examination;
3. completed a dissertation that is an independent investigation in the student’s major field and that constitutes an original contribution to knowledge in the field;
4. submitted an abstract for publication in Dissertation Abstracts International approved by the Dissertation Committee.

While any major questions about the dissertation should have been settled before the defense through the student’s consultation with each committee member, the committee may ask for additional revisions of the dissertation at the time of the defense. Upon the successful completion of the defense and any revisions, the Dissertation Committee will approve the dissertation and certify that the candidate has met all requirements for the doctoral degree. It is the responsibility of the Dissertation Chair to submit the Certification of Completion of Dissertation Requirements for the Doctoral Degree to the English Graduate Office, which will then be forwarded through the Ph.D. GAR, the Department Chair, the Dean of the College, and the Dean of the Graduate School. This form certifies that the candidate has met all requirements for the doctoral degree.

T. Submission and Publication of Dissertation. When the student has successfully defended his or her dissertation, he or she must arrange for its publication through the Graduate School by adhering to the final draft submission deadline posted on the Graduate School website. The dissertation must adhere to the latest guidelines in the Guide of the Preparation of the Doctoral Dissertation, also available on the Graduate School website. It is strongly recommended that the student attend one of the Graduate School formatting workshops offered throughout the year. Two unbound copies, including the original of the dissertation and one electronic copy, must be forwarded to the Graduate School. The two hard copies are transmitted to the library and the electronic copy is uploaded into UMI/ProQuest for reproduction. The student should submit one bound copy to the English Graduate Office and one to the Dissertation Chair. Other forms of publication of the dissertation, on approval of the Ph.D. GAR in consultation with the GPC and the Graduate School, may be accepted to fulfill the publication requirement. The student is responsible for all fees for publishing as well as any expenses associated with ordering personal copies. Personal copies may be purchased through UMI/ProQuest or other companies in or outside San Antonio and are not available through the University of Texas at San Antonio.

Registration of copyright at the author’s expense may be arranged, if desired and appropriate, by completing the form on UMI/ProQuest. In order to protect patent or other rights, the student may request an embargo from the Graduate School to delay publication for one or more years. This request must be supported by a written recommendation by the student’s Dissertation Director and must be submitted to the Graduate School prior to the final draft submission deadline.

U. 99-Hour Doctoral Credit Limitation

Doctoral students who enroll in courses in excess of 99 semester credit hours of doctoral work will be assessed an additional charge per semester credit hour to defray UTSA’s loss of formula funding revenue from the state. Students are responsible for these charges, which are not covered by fellowship funding or other department, college, or university funds.
IV. APPENDICES

NOTE: All forms listed below are available from the English Graduate Studies Office.

A. Milestones Agreement Form (English Department Form)
B. Requirements for English Doctoral Program Checklist (English Department Form)
C. Interim Program of Study for the Doctor of Philosophy (Form)*
D. Language Requirement (English Department Form)
E. Qualifying Examination Committee (Form)*
F. Qualifying Exam Reading List Approval Form (English Department Form)
G. Completion of the Qualifying Examination (Form)*
H. Appointment of Dissertation Committee (Form)*
   (For External Committee Member, please complete additional forms)*
I. Dissertation Proposal Approval (Form)*
J. Application for Candidacy for the Doctoral Degree (Form)*
K. Certification of Completion of Dissertation Requirements (Form)*
L. COLFA General Policies and Procedures for Graduate Students & Doctoral Students
M. Handbook of Operating Procedures General Statement. Web address: 
   http://utsa.edu/hop/
N. Handbook of Operating Procedures: 5.15 Administration of Scholarships
   Web address: http://utsa.edu/hop/chapter5/5-15.html
O. Guide for Preparation of the Master’s Thesis or Doctoral Dissertation

*Indicates Graduate School approval needed.

Numerous books supporting MA and Ph.D. study are available to be borrowed in the Graduate Suite—come, browse, and use them! Among them are several reference books, such as the ones listed below:


APPENDIX A
Milestones Agreement Form

Ph.D. in English

This form is provided for the purpose of informing students about the academic milestones they will be expected to reach in order to earn their Ph.D. degrees and when they are expected to complete these milestones. Under normal circumstances, 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.

Academic Advising

Upon entering the Ph.D. in English program, all students will be assigned an advisor. The advisor will be a member of the program department. Until the students reach the Qualifying Exam stage, their advisor is the Ph.D. GAR.

Academic advising includes the following elements designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors 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.
- 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 ENG Ph.D. Program

Milestone

Review of student’s progress with Ph.D. GAR  Annually
Coursework successfully completed  Second Year
Successful completion of oral and/or written qualifying exam  Third Year
Dissertation Committee appointed and approved by Graduate School  Third Year
Language Requirement  Before candidacy
Research protocols and/or IRB approval (as applicable)  Third Year
Dissertation prospectus completed and approved by Ph.D. GPC  Fourth Year
Student admitted to doctoral candidacy  Fourth Year
Student completes and files all paperwork required for graduation  Fifth Year
Dissertation completed, defended, and approved by Committee  Fifth Year
Dissertation accepted by Graduate School  After defense

Degree Completion Checklist for Students

• Maintain active student status by registering for courses every fall and spring semester (may also include summer depending on program-specific requirements)
• Complete Milestones Agreement Form with your advisor no later than the last class day of the Spring semester
• Complete all required organized coursework
• Schedule and successfully complete required qualifying exams
• Form your dissertation committee in consultation with your advisor and dissertation Chair
• Obtain approval of program GPC and Graduate School
• Prepare and successfully present your dissertation proposal
• Apply for Advancement to Candidacy
• Enroll in required dissertation hours and complete your dissertation
• Successfully defend your dissertation
• Submit required documentation to the Graduate School for completion and graduation

I have read this form and have discussed 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 English Ph.D. program, as well as the expected timeline for completing these milestones.

Student’s Signature

Date

Advisor’s Signature

Date
CHECKLIST

Requirements for English Doctoral Program

Milestones Agreement Form*

Interim Program of Study (in consultation with Ph.D. GAR)

If admitted conditionally, complete all conditions to admission (by end of first year)

Choose Qualifying Exam Committee Chair (by end of second year of course work)

Completion of Language Requirement* (before advancing taking Qualifying Examination)

Selection of Qualifying Examination Committee (before completion of 33 hours; 3 months before beginning of qualification process. Meetings of Qualifying Examination Committee should be called by student to discuss reading lists and timeline, approval of rationales, and oral examination etc.)

Application for graduate faculty appointment for outside member approved by graduate council (if applicable)*

Qualifying Examination Committee Form approved*

Program of Study approved*

Qualifying Examination* (after completion of 33 hours of course work)

3 Reading Lists & Rationales (5-10 pgs. each) approved*

3 Position papers approved (10 weeks after approval of Reading Lists)*

Oral Examination*

Appointment of Doctoral Dissertation Committee approved*

Dissertation Proposal Approval Form (8 weeks after passing Qualifying Exam)*

Application for Candidacy for the Doctoral Degree approved*

Certification of Completion of Dissertation Requirements approved*

Two copies of dissertation to Graduate School*

Upload to UMI/ProQuest

* Indicates a form must be submitted to English Graduate Office, COLFA and the Graduate School.
APPENDIX C
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
Interim Program of Study for the Doctor of Philosophy in English

Student Name ___________________________ Student ID ___________________________
Program of Study for Doctor of
Catalog 20 ___________________________ Major ___________________________
Concentration ___________________________
The following courses are required for the degree indicated below:

<table>
<thead>
<tr>
<th>Discipline and Course Title</th>
<th>Sem. Hr. Credit</th>
<th>Grade</th>
<th>When Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES</strong> (9 hrs. required)</td>
<td></td>
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<tr>
<td>ENG 5183 Theory and Practices of Teaching Composition</td>
<td>3</td>
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<tr>
<td>ENG 6013 Theoretical &amp; Research Methods</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 6053 Latin/o Studies: Text and Context</td>
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<tr>
<td><strong>SEMINARS</strong> (9 hrs maximum)</td>
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<tr>
<td>ENG 7032 Seminar: Latin/o Studies</td>
<td>3</td>
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<tr>
<td>ENG 7063 Seminar: Issues in Culture</td>
<td>3</td>
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<tr>
<td>ENG 7073 Seminar: Theory and Criticism</td>
<td>3</td>
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<tr>
<td><strong>DOCTORAL RESEARCH</strong> (minimum 6 semester credit hours)</td>
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<tr>
<td>ENG 7311-73 Doctoral Dissertation</td>
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<tr>
<td><strong>PRESCRIBED ELECTIVES</strong> (3 hrs required)</td>
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<tr>
<td>ENG 6023 Rhetoric and Composition: Text and Context</td>
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<tr>
<td>ENG 6033 Language and Linguistics: Text and Context</td>
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<td>OR</td>
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<tr>
<td>ENG 6063 Cross Cultural Issues: Text and Context</td>
<td>3</td>
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| **FREE ELECTIVES** minimum 12 semester credit hours, including at least 6 in ENG graduate courses. The student in consultation with an academic advisor and the Doctoral Advisor of Record will select at least 12 hours of freely elected courses. Students will select coursework from available graduate courses in ENG or, with approval of the Graduate Program Committee, related disciplines. | | | |
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| Total* | | | |

*Minimum of 39 hours of courses with B or above.
**Indicate course used towards MA degree (maximum of 30 hours, comparable to core and elective courses).

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Doctoral degrees, the above named student has satisfied all requirements for Doctor of Philosophy in English.

Supervising Professor's Signature ___________________________ Date ___________
Advisor of Record's Signature ___________________________ Date ___________
Signature ___________________________ Date ___________
Doctoral Program Committee Chair ___________________________ Date ___________
Signature ___________________________ Date ___________
Dean of College ___________________________ Date ___________
Signature ___________________________ Date ___________
Dean of Graduate School ___________________________ Date ___________

NOTES: Dissertations Committee: Chair ___________________________ Member: ___________________________
Member: ___________________________ Member: ___________________________
Member: ___________________________ Outside Member: ___________________________

THE ORIGINAL COPY OF THIS FORM MUST BE FILED WITH THE REGISTRAR
DO NOT WRITE BELOW THIS LINE

Applied for degree ___________________________ Time Limit (Yrs) ___________________________
Advanced to Candidacy ___________________________ Hrs of A ___________________________
Admission Cleared ___________________________ Hrs of B ___________________________
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6/1/2013
Language other than English Requirement Form

Ph.D. Program in English

Student’s Name ___________________________________ Student ID __________

Department __________________________ College __________________________

Foreign Language for which credit is sought: __________________________

Use the space below to describe how study of this language relates to your Ph.D. course of study:

Check one:

____ I have completed the following upper division undergraduate or graduate course with a B or better. I have submitted a transcript grade to the department.

Course: _______________ Institution: _______________

Instructor: _______________ Grade: _______________

Date Completed: _______________

____ I have completed the CLEP (College Level Examination Program) with a score of 85 percent or higher. I have submitted a record of my score to the department.

Date of Exam: ___________ Site Exam Taken: ___________

Numerical Score: __________

I certify that the student above has completed the Foreign Language Requirement for the Ph.D.

Ph.D. Graduate Advisor of Record __________________________ Date __________
APPENDIX E
English Doctoral Program
Qualifying Examination Committee Form

Student’s Name ___________________________ Student ID ____________

Department ___________________________ College ____________________

Projected Date of Qualifying Examination ____________________________

Areas of Qualifying Examination:
1) ___________________________ 3) ___________________________
2) ___________________________

Date Student Admitted to Program ____________________________

Qualifying Examination Committee Chair: __________________________

Signature Qualifying Examination Committee Chair __________________

Qualifying Examination Committee:
1) ___________________________ 3) ___________________________
   Title: ___________________________ Institution: __________________
   Signature ___________________________

2) ___________________________ 4) ___________________________
   Title: ___________________________ Institution: __________________
   Signature ___________________________

Approved ___________________________ Graduate Advisor of Record
   Date ____________________________

Approved ___________________________ Chair, Department of English
   Date ____________________________

Approved ___________________________ Dean of College
   Date ____________________________

Approved ___________________________ Dean, Graduate School
   Date ____________________________

Date Submitted: ____________________________
APPENDIX F
Qualifying Exam Reading List Approval Form

This form certifies that Qualifying Exam Reading Lists for ________________________________, a candidate for the Ph.D. in English, have been approved by the candidate’s Qualifying Examination Committee.

Reading List Areas:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signatures of Qualifying Examination Committee:

_____________________________ Title: ________________________________
Date: ________________________

_____________________________ Title: ________________________________
Date: ________________________

_____________________________ Title: ________________________________
Date: ________________________

_____________________________ Title: ________________________________
Date: ________________________

Approved Graduate Advisor of Record: ________________________________
Date: ________________________
APPENDIX G
COMPLETION OF THE QUALIFYING EXAM

Completion of the Qualifying Exam for the Doctor of ____________________________

STUDENT INFORMATION

Name ____________________________ Degree Program ____________________________ myUTSA ID ____________________________

UTSA ACADEMIC RECORD:
Semester of entry into program (semester/year): ____________________________
Total number of semester hours completed: ____________________________ Cumulative GPA: ____________________________

All required courses completed: □ Yes □ No
Passed Qualifying Exam: Written: ____________ Oral: ____________

Date ____________ Date ____________

SIGNATURES OF QUALIFYING EXAM COMMITTEE

Exam Committee Chair, Signature ____________________________ Print Name ____________________________ Date ____________

Exam Committee, Signature ____________________________ Print Name ____________________________ Date ____________

Exam Committee, Signature ____________________________ Print Name ____________________________ Date ____________

Exam Committee, Signature ____________________________ Print Name ____________________________ Date ____________

SUPERVISING PROFESSOR

Supervising Professor, Signature ____________________________ Print Name ____________________________ Date ____________

DEPARTMENT

Department Ph.D. Advisor, Signature ____________________________ Print Name ____________________________ Date ____________

Chair, Doctoral Program Committee, Signature ____________________________ Print Name ____________________________ Date ____________

Department Chair, Signature ____________________________ Print Name ____________________________ Date ____________

COLLEGE

Associate Dean of the College, Signature ____________________________ Print Name ____________________________ Date ____________

THE GRADUATE SCHOOL

Vice Provost and Dean of The Graduate School, Dr. Dorothy Flannagan ____________________________ Date ____________
APPENDIX H
# APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE

Please Choose One: □ New appointment of committee □ Change of committee member(s)

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>College</th>
<th>myUTSA ID</th>
<th>Date</th>
</tr>
</thead>
</table>

## Proposed Dissertation Committee:

<table>
<thead>
<tr>
<th>Chair, Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Faculty</th>
<th>If Applicable Membership Approved</th>
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<th>Member, Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Faculty</th>
<th>If Applicable Membership Approved</th>
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<td>□ Yes □ No</td>
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<tr>
<th>Member, Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Faculty</th>
<th>If Applicable Membership Approved</th>
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<td>□ Yes □ No</td>
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<tr>
<th>Member, Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Faculty</th>
<th>If Applicable Membership Approved</th>
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<tr>
<th>Outside Member, Signature</th>
<th>Print Name</th>
<th>Department</th>
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<tr>
<th>Supervising Professor, Signature</th>
<th>Print Name</th>
<th>Department</th>
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## DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS:

☐ We recommend that the Dissertation Committee be approved  ☐ We do not recommend that the Dissertation Committee be approved

<table>
<thead>
<tr>
<th>Department Ph.D. Advisor, Signature</th>
<th>Print Name</th>
<th>Date</th>
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<tr>
<th>Chair, Doctoral Program Committee, Signature</th>
<th>Print Name</th>
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<th>Department Chair, Signature</th>
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<th>Associate Dean of the College, Signature</th>
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## THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby  ☐ Approve     ☐ Deny the request.

Vice Provost and Dean of The Graduate School, Dr. Dorothy Flannagan

Date
APPENDIX I
The University of Texas at San Antonio
One UTSA Circle San Antonio, Texas 78249

Dissertation Proposal Approval Form

Student Information

Name

myUTSA ID

Department

College

Title of Dissertation Proposal

Dissertation Committee Members

Chair, Signature

Print Name

Department

Member, Signature

Print Name

Department

Member, Signature

Print Name

Department

Member, Signature

Print Name

Department

Outside Member, Signature

Print Name

Department

Doctoral Program Committee

Doctoral Program Committee Review Date:

Doctoral Program Committee Chair, Signature

Print Name

Department Chair, Signature

Print Name

Associate Dean of the College, Signature

Print Name

THE GRADUATE SCHOOL

Based on the College’s recommendation, I hereby □ Approve □ Disapprove Dissertation Proposal.

Vice Provost and Dean of The Graduate School, Dr. Dorothy Flannagan

Date

Attachments:

1) Dissertation Proposal
APPENDIX K
CERTIFICATION OF COMPLETION OF DISSERTATION REQUIREMENTS
FOR DOCTORAL DEGREE

TO: Registrar

This is to certify that the student named below has completed all requirements for the dissertation associated with the degree indicated and that the dissertation has been filed with this office.

______________________________  _______________________________
Name  myUTSA ID

______________________________
Dissertation Title (as it is to be listed on the student's official records)

______________________________
Semester hours of credit to be awarded for dissertation:

______________________________
Grade to be awarded for dissertation credit:

______________________________
Date dissertation approved by committee:

______________________________
Degree to which dissertation applies (Ph.D., Ed.D, area and concentration):

______________________________  ________________________________  ________________________________  ________________________________  ________________________________  ________________________________
Chair, Signature  Print Name  Date  Member, Signature  Print Name  Date  Member, Signature  Print Name  Date  Member, Signature  Print Name  Date  Member, Signature  Print Name  Date  Outside Member, Signature  Print Name  Date

______________________________  ________________________________
Department Chair, Signature  Print Name  Date

______________________________  ________________________________
Associate Dean of the College, Signature  Print Name  Date

______________________________
Based on the College's recommendation, I hereby  [ ] Approve  [ ] Deny the request.

______________________________  ________________________________
Vice Provost and Dean of The Graduate School, Dr. Dorothy Flannagan  Date

______________________________  ________________________________  ________________________________  ________________________________  ________________________________
A) Credit and grade entered on student's record?  B) Dissertation title entered on student's record?
C) Graduation check updated?  D) Student notified?  E) Notes
APPENDIX L
# TABLE OF CONTENTS

I. COLFA General Policies and Procedures (attachment)

II. Graduate Admissions (basic info)

III. Guide to Graduate Admissions (attachments)

IV. Classification and Requirements

V. Admission/University-Wide Requirements
   (Dean's Condition Sheet – form attached)
   A. Admission
   B. Conditions
   C. Reinstatements
   D. Change of Major, Degree or Classification (on-line)
   E. Grades

VI. Petitions (forms attached)
   A. Removal of Conditions
   B. University Wide Requirements
   C. Transfer of Credit
   D. Program/Course Substitution
   E. Recommendation For Courses Taken at Another Institution
      To Be Counted In UTSA Master's Degree Program
   F. Independent Study

VII. Program of Study (form attached)

VIII. Withdraw (form attached)

IX. Comprehensive Examination
   A. Comp Exam Request/Approval (form attached)

X. Thesis
   A. Thesis Request/Approval (form attached)

XI. Release of Degree Information (form attached)

XII. Graduate Advisor of Record (GAR) (role description attached)
I. **COLFA General Policies and Procedures** (see attachment)

II. **Graduate Admissions** (basic info)

Application packets received from The Graduate School are copied and forwarded to the appropriate department for review/processing.

Application packets are returned to the Dean’s Office with the Department Recommendation Sheet indicating the student’s admission status. The Admission Committee Recommendations Sheet (which includes each committee members name and comments) is also attached. If applicable, the department acceptance letter should be included in the returned packet.

The Dean’s Office generates the Dean’s Condition Sheet and forwards it, along with the department acceptance letter to The Graduate School.

III. **Classification and Requirements**

Graduate Degree-Seeking – a graduate student is one admitted to a graduate degree program, unconditional, conditional, or condition on academic probation. (See Graduate Catalog p.3)

Special Graduate Student – a special graduate student is one admitted to UTSA for the purposes of enrolling in graduate and/or undergraduate courses in one or more colleges of the university without currently entering a degree program. (See Graduate Catalog p. 4)

Non-Degree-Seeking Graduate Student - an applicant who wishes to enroll for courses without pursuing a degree at UTSA. (See Graduate Catalog p. 5)
IV. Admission/University-Wide Requirements

A. Admissions

In order to receive a master's degree from UTSA the following minimum requirements must be met:

1. **Student must be admitted as a graduate degree-seeking student while pursuing a degree at UTSA.**

2. **Student must remove all conditions of admission, if any were assigned at the time of admission.**

3. Subject to the six-year time limitation, the student must complete satisfactorily all coursework as specified in his or her discipline's program of study, and if Option 1 is selected, must complete the thesis satisfactorily.

4. **Student must formally apply for the degree and pay the required fee in the Office of Admissions and Registrar no later than the deadline for the semester in which he or she intends to graduate (deadlines are published in class schedules).**

5. **Student must complete satisfactorily the comprehensive examination.**

6. **Student must meet the grade-point average requirements of 3.0 or higher (on a 4.0 scale) in all work counted as part of the degree program.**

7. No coursework in which grades less than a "C" (below 2.0 on a 4.0 scale) were earned may be applied to a graduate degree, nor may courses for which the grade of "CR" was earned by examination be applied to minimum degree requirements except upon the approval of the Graduate Program Committee.

8. **Student must be in good standing at the close of the semester in which the degree is to be received.**

An applicant who fails to meet the requirements for admission without conditions and is admitted on a conditional basis may be admitted on academic probation, upon recommendation of the appropriate graduate program committee and approval by the Dean of Graduate Studies. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better.
**Recommended Admission**

Clear

Admit on Probation

Admit with Conditions

Deny (Graduate, Special Graduate and Non-Degree) (give reason)

Non-degree seeking graduate students may register for any master’s level or undergraduate course for which they have the necessary prerequisites, provided that space is available and they have the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representatives of the discipline offering the course.

Non-degree seeking graduate students are advised that credit earned as a non-degree seeking graduate student will not count toward a degree at UTSA.

**B. Conditions**

An applicant who has insufficient preparation in his or her intended graduate degree program, or who lacks certain supporting documentation required for unconditional admission, may be admitted conditionally to the graduate degree program upon recommendation of the Graduate Program Committee in the proposed major and approval by the Dean of Graduate Studies. Conditions placed on admissions may include:

- Earn a grade of “B” or better in the following course: (list course)
- Earn a grade of “B” or better in the first (amount) hours of graduate work
- Submit (how many) letters or recommendation by (date)
- Submit a graduate information sheet by (date)
- Complete the following (list — short and to the point)

Any conditions placed on the student’s admission are included in the notification of admission. If conditions placed on admission are not met within the time specified by the Graduate Program Committee and stated in the admission notice, the Dean will direct the Registrar to withdraw the student from the university.

The student may petition for reinstatement under the provisions listed in the Graduate Catalog (Petition for Reinstatement in Chapter 2, General Academic Regulations p. 17).
C. Reinstatements

A student who has been dismissed academically may petition for reinstatement after one long semester (Fall or Spring) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or doctors’ statements in support of the student’s request for reinstatement and submit them to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the Department’s Graduate Program Committee. The Graduate Program Committee will review the petitioner’s letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

D. Change of Major, Degree, or Classification

Students who wish to change their majors, degree objectives, or classifications are required to submit a new Graduate School application along with a nonrefundable application fee by the application deadline and follow the policy as specified in Chapter 1, Admission, of the UTSA Graduate Catalog.

E. Grades

The grade “IN” is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the rest of the student’s work in the course was satisfactorily completed. Incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. If the work is not completed within this time, the “IN” remains on the student’s record but does not turn into an “F” grade for graduate studies. Credit may be earned only when the student reenrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an “IN” cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses.
V. Petitions

A. Removal of Admission Conditions

Once a student has completed the required conditions, a Removal of Admission Conditions form is prepared and forwarded to the dean's office for approval.

B. Petition for Waiver of University Wide-Requirements

1. Courses being used on Program of Study (POS) that are over the 6 year limit: make sure the form includes course number, name, year taken and grade received. The form is forwarded to the dean's office for signature and requires final approval from The Graduate School.

2. When using more than 12 hours earned as a Special Graduate, the petition must include justification as to why the student is using more than the allowed 12 hours toward a graduate degree.

3. More than 6 hours of the following require the dean's approval:
   - Undergraduate hours (upper division)
   - Independent Study
   - Special program hours (e.g., 6973)

C. Program Course Substitution (form)

This form is for courses that a student takes outside of their degree program or at another institution and for which the student wants to receive credit toward their program of study.

D. Transfer of Credit

Ordinarily all work for the master's degree must be done at UTSA. Transfer credit of usually not more than 6 semester credit hours are allowed for graduate coursework completed at another accredited institution upon the approval of the appropriate graduate program committee in which the major area is located. Upon petition by the student, recommendation of the appropriate Graduate Program Committee, the COLFA dean's office for signature and approval by the Dean of Graduate School, a maximum of one-third of the semester credit hours of coursework (exclusive of thesis) required for a degree at UTSA may be accepted as transfer credit for the degree.
E. Transfer of Graduate Credit Towards Master Degree (form)

The form must include course number, name, year taken and grade received and a transcript must also be attached to the form and forwarded to the COLFA Dean's Office for signature. The form will then be forwarded to the Dean of Graduate School for approval. This has to be done before the courses can be used in the Program of Study (POS).

Number of hours allowed
- 18 within the UT system
- 6 outside the UT system

F. Independent Study

No more than 6 hours of independent study courses, regardless of discipline, will apply toward a degree.

VI. Program of Study (POS)

Students should consult with their Graduate Advisor of Record and develop a program of study (departments vary in Program of Study).

Final Program of Study has to be approved by the dean and forwarded to the Office of Admissions.

VII. Withdrawal

Students who find it necessary to withdraw from UTSA (drop all courses for which they are enrolled during a specific term) must complete a Withdrawal form in the Office of Admissions and Registrar or at the Enrollment Services Center. It is recommended that the student contact and write a statement to the Graduate Advisor of their department and include the statement with their withdrawal request.
VIII. Comprehensive Examinations

Students must be registered during any semester or term in which they are taking required examinations. Comprehensive examinations are given only to those students who have complied with the following requirements:

1. Completion of all conditions, if any were assigned at the time of admissions.
2. Completion of all special admission requirements for the degree program, if any.
3. Be in good standing.
4. An acceptable program of study in the discipline in which the degree is sought.
5. If a thesis is to be written, selection of supervising professor and thesis committee and acceptance of thesis topic.
6. Enrollment in 6961 Comprehensive Examination in the semester the comprehensive examination is taken, if registered for no other courses that semester.

A. Comprehensive Examination Approval

This form is for the student to assemble a committee consisting of faculty members approved by the department, the dean's office and The Graduate School.

B. Completion of the Exam

The approval form is signed by the committee members and the GAR with a memo attached indicating that the student received a pass, high pass, or failed. The dean's office sends a letter to the student indicating the final results of the exam.

IX. Thesis

Requirement: The following steps for completing a thesis as part of a master's degree are the responsibility of each degree candidate.
(See Graduate Catalog pp. 27-28)

A. Request/Approval Form

The department should provide the student with an "Intent to Write a Thesis" form. When completed this form needs final approval from the dean.
Students receiving advice and assistance from a faculty member in the preparation of a thesis must enroll in the appropriate thesis course (if necessary, for multiple semesters) until final approval of the completed thesis has been given and five copies have been filed with the Dean of Graduate Studies.

X. Release of Degree Information (student form)

A. Letter of Degree Completion – (Work in Progress)

Letters of Degree Completion are now provided to the students by the college.

Degree candidates should request a letter from their advisor. The student must also fill out and sign the "Release of Degree Information" form and submit it to college. A letter will be released once the college's graduate associate dean's office verifies that the student has completed all courses required that fulfill degree requirements, all admission conditions have been cleared, the documentation (program of study and comprehensive exam or thesis grade) have been received, and the student is in good academic standing. Processing time for this request varies.

B. Letter of Degree Awarded – (Work Completed)

Letters of Degree Completion are provided to the students by Graduation Coordination.

Degree candidates should request a letter from their advisor. A letter will be released once all courses have been completed toward the degree, all admission conditions have been cleared, the documentation (program of study and comprehensive exam or thesis grade), have been received, and the student is in good academic standing. Processing time for this request varies.

XI. Graduate Advisor of Record (role description attached)
The University of Texas at San Antonio
College of Liberal and Fine Arts

General Policies and Procedures
for Graduate Students

The graduate programs offered by the College of Liberal and Fine Arts are governed by the policies and procedures contained in the 2013-2015 Graduate Catalog. This abstract neither supersedes nor replaces the rules and regulations published in the Graduate Catalog. All students should regularly consult with their Program Graduate Advisor of Record for advice and assistance.

Programs

Master of Arts in Anthropology
Master of Arts in Art History
Master of Fine Arts in Studio Art
Master of Arts in English
Master of Arts in History
Master of Music

Master of Arts Philosophy & Classics
Master of Arts in Political Science
Master of Science in Psychology
Master of Science in Sociology
Master of Arts in Spanish
Master of Arts in Communication

Academic Standing (Graduate Catalog, p. 17)

All graduate students are required to maintain a 3.0 grade point average for all courses selected. Note that this requirement applies to all courses, including undergraduate courses that may be used to fulfill admission conditions or undergraduate courses used as prerequisites to further graduate study in a secondary area.

In addition, a graduate student will automatically be placed on Academic Probation in the semester after (a) he or she earns a semester grade point average lower than 3.0, (b) he or she receives a grade of D in any course, (c) he or she does not meet the requirements for regular or conditional admission and is admitted on probation, or (d) he or she has been reinstated following academic dismissal. Academic probation must be cleared within one semester by (a) raising the grade point average to 3.0 or above and (b) earning no grade lower than C.

Graduate students who elect courses in both five-week summer sessions should remember that each summer session is treated as a separate semester for the purposes of determining academic standing.

A graduate student who has been academically dismissed from the University must petition for reinstatement no later than the deadlines published in the Graduate Catalog (these deadlines are also published in the Class Schedule that is distributed each semester).

Comprehensive Examination, Projects, and Thesis (Graduate Catalog, pp. 27-28.)

All graduate programs require a comprehensive examination, although the nature of the comprehensive and its method of administration vary from program to program. The following College of Liberal and Fine Arts policies apply to all graduate programs.
1. A student must be registered during the semester in which the comprehensive examination will be taken. For students who have completed all other course work for the degree, an enrollment in the appropriate department course 6981: Comprehensive Examination is required. Students who are enrolled in 6981: Comprehensive Examination will receive a grade report of CR (credit for successfully completing the examination) or NC (no credit).

2. The comprehensive examination will be administered to any one student, only once per semester. If the comprehensive is not successfully completed, a student must re-enroll to take the examination during its next regular administration. Please consult with the Program Graduate Advisor of Record to determine whether the comprehensive examination will be administered during any particular semester.

3. Students completing Projects or Thesis must be enrolled during any semester in which they will require the assistance of a faculty project or thesis advisor, use University computing facilities, use the resources of the University library or use any other University facilities, including shops, studios or practice rooms.

4. The steps for completing the Master's Thesis, including deadlines, can be found in the Graduate Catalog, p.27.

5. Students with incomplete Projects or Thesis will receive a final grade of RP (research in progress) each semester of enrollment until the project of thesis is completed and accepted by the Faculty Committee. At that time, 3-6 hours of RP grade will be converted to a letter grade (Graduate Catalog, p. 15)

Master's Degree Plan

Once a student has completed 12 credit hours, all graduate students in the College of Liberal and Fine Arts are required to meet with the Program Graduate Advisor of Record to determine the sequence of courses that will be used to fulfill the requirements for the graduate degree. This preliminary degree plan must be signed by the Graduate Advisor of Record and the student and will be forwarded to the Associate Dean for Graduate Studies.

Grades (Graduate Catalog, pp. 15-16)

Masters....... The grading system and its attendant policies are fully explained in the Graduate Catalog.

All graduate students should remember, however, that all grade changes, whether due to clerical error, extended credit, or incompletes, must be filed with the Office of Admissions and Registrar within one calendar year of the initial grade assignment.

It is the policy of the College of Liberal and Fine Arts that a final grade of IN (Incomplete) is a voluntary agreement between a student and a course instructor that must be initiated by the student seeking the incompletes. Each course instructor is free to set reasonable deadlines for the submission of work to satisfy course requirements. Such deadlines and the nature of the work remaining to be completed should be clearly stated on the "Requirements for Removal of Incomplete" form.

The one-year deadline for filing a change of grade is entirely inflexible and rigidly enforced by the Office of Admissions and Registrar. Unlike lapsed undergraduate incompletes, which revert to a grade of F after one year, graduate Incompletes that have not been changed to a letter grade remain on a student's transcript permanently. After the one-year deadline, graduate students must re-enroll in the course and receive a letter grade in order to receive credit toward the graduate degree.
Time Limitations for Completion of Master's Degrees

All credit applied to a master's degree must be earned within the six years immediately preceding the date the degree is awarded. (Graduate Catalog, p.28)

Graduation Deadlines (Graduate Catalog, pp. 17-18)

Students must file an application for graduation online no later than October 1 for the Fall Semester, February 15 for the Spring Semester or June 1 for the Summer Semester. A student who completed all degree requirements but failed to apply for the degree may obtain a Letter of Degree Completion from the college after the close of the semester in which all degree requirements are met.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new degree application on or before the appropriate deadline for the next semester in which they intend to graduate.

Grievances and Dispute Resolution (Graduate Catalog, pp. 16-17)

The College of Liberal and Fine Arts tries to settle disputes and grievances at the lowest level of the College and as informally as possible. The University has defined specific procedures that must be followed in the event that informal discussions do not resolve a dispute. In general, a student should try to resolve a dispute directly with the second party, or parties in the dispute, whether that is another student, a member of the staff, or a member of the faculty.

If a direct resolution is not possible, students should discuss the matter with the Program Graduate Advisor of Record. The advisor will attempt to mediate the dispute or refer the student to the Department Chair for further discussion and/or resolution. If a difficulty remains unresolved at the Program and Division level, the matter should be referred to the Associate Dean for Graduate Studies and Research.

At the College level, the matter in dispute should be succinctly stated in written form. The Associate Dean may resolve the issue or refer the matter to the Dean of the College of Liberal and Fine Arts. In either case, the student will receive a written response from the Office of the Dean.

Further levels of dispute resolution are available to all graduate students in the College through the Dean of Graduate Studies, the Provost and the President of the University.

Scholastic Dishonesty (Graduate Catalog, p. 18)

The Faculty of the College of Liberal and Fine Arts expect all work submitted by students to be original and to adhere to general accepted norms of scholarship and academic integrity. Please consult the Graduate Catalog.

Withdrawals (Graduate Catalog, pp. 12-13)

Students may withdraw from individual courses through the ninth week of classes during Fall or Spring semester, or the third week of a five-week summer term, or the sixth week of a ten-week summer term and receive a grade of W. Withdrawals after those specified times until the deadline set by the Office of Admissions and Registrar, usually the Monday preceding Final Examinations, are allowed only if the student withdraws from the University. Such late withdrawals will result in a final grade of W (withdrawn while passing) or F (withdrawn while failing). The grade assigned in such cases is at the discretion of the course instructor.

The student should give notice in writing to the Program Graduate Advisor of Record stating the reason for the withdrawal. The withdrawal form can be picked up from the Office of Admissions or the Dean's Office and the student must return the form to Admissions.
APPENDIX M
Handbook of Operating Procedures

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5.15 Administration of Scholarships

I. Policy
A variety of scholarships are offered through The University of Texas at San Antonio (UTSA) Scholarship Office, as well as through college and academic department levels. Scholarships must be established and awarded in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System. Establishing scholarship selection criteria is a negotiation process that takes place between the donor and the Development Office, in cooperation with the Scholarship Office and any involved academic unit, at the time a gift is made to establish a scholarship. The criteria must be carefully developed to ensure that both university and donor objectives are met. Ideally, maximum flexibility will be given to the university for selecting recipients. Criteria may include, but are not limited to, GPA requirements, standardized test score minimums, financial need, major or area of study, enrollment hours, and extracurricular activities. The donor may also elect to make the scholarship renewable and define conditions under which renewal may occur. The donor may not name a specific student to receive a scholarship. Once criteria are agreed upon, the Development Office will prepare a Scholarship Agreement, which is then signed by the donor and the UTSA Vice President for External Relations (VPER). Upon signing, a copy of the agreement will be sent to the Scholarship Office and to any involved academic unit.

II. Award Procedures

A. Adequacy of Funds
The availability of each scholarship must be advertised through the Scholarship Office and/or through the appropriate area(s) for which the scholarship is designated. Prior to advertising any scholarships, the awarding unit is responsible for checking account balances to verify the availability of funds. The awarding unit should maintain the account and is responsible for the account balances. Scholarships from annual gifts should not be awarded if funds have not been received for the year of award. For endowments, awards can only be made based on the amount of interest to be earned by September 1 of the academic year of the award. Due to funding limitations, not all students meeting the minimum requirements will be awarded a scholarship.

B. Scholarship Deadlines
All scholarships administered through colleges, schools, departments or the Scholarship Office should be awarded in a timely manner. If all possible, scholarships should be awarded no later than May 31. This deadline is necessary to facilitate coordination between the Financial Aid Office and the Scholarship Office in awarding scholarships to students receiving need-based financial aid.

C. Donor Agreements
All contributions, including those accepted by colleges, schools, and departments, will be processed through the Development Office. Full reporting and approval procedures for acceptance of private gifts from all sources, including individuals, foundations, and corporations, must be followed. Contact the Development Office for further guidance. All scholarships must have either a signed scholarship agreement from the donor or a Memorandum of Understanding between the coordinating unit and the Development Office.

III. Administration of Competitive Scholarship Waiver
Authority to approve scholarships/fellowships as competitive on behalf of UTSA is vested with the Vice President of Student Affairs (VPSA) for scholarships and the Vice President for Research and Graduate Studies (VPGRS) for fellowships.

The Texas Education Code, 54.064 describes a competitive scholarship waiver as an optional program providing a waiver of nonresident tuition that targets nonresidents or international students receiving competitive scholarships totaling at least $1,000.

(a) A student who holds a competitive scholarship of at least $1,000 for the academic year or summer for which the student is enrolled, and who is either a nonresident or a citizen of a country other than the United States of America, is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship, and the scholarship must be awarded by the scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board, under criteria developed by the board.

Texas Higher Education Coordinating Board Rules, Ch. 21.26(b)(4) state criteria for scholarships to be competitive as follows:

(A) Nonresidents (including citizens and permanent residents of the U.S. and all foreign students) who receive eligible competitive scholarships from their institutions totaling at least $1,000 may be granted a waiver of nonresident tuition for the period of time covered by the scholarship, not to exceed 12 months.

(B) To be eligible as the basis of a waiver, the scholarship(s) must meet the following criteria:

(i) be granted by a scholarship committee authorized in writing by the institution's administration to grant scholarships that hold the waiver option;
(ii) be granted in keeping with criteria published in the institution's catalog, available to the public in advance of any application deadline;
(iii) be granted under circumstances that cause both the funds and the selection process to be under the control of the institution;
(iv) be open to both residents and nonresident students.

(C) A waiver based on a competitive scholarship lasts for the period of the scholarship (up to a 12-month period.) The scholarship award must specify the term or terms in which the scholarship will be in effect. If the scholarship is terminated, so is the waiver. If the scholarship is to be issued in multiple disbursements and less than $1,000 is issued when a scholarship is terminated, the student does not owe a refund for the tuition that has been waived, since the waiver was originally made in a good faith expectation of a scholarship for at least $1,000, but the waiver is canceled for the terms for which the scholarship is canceled.

(D) The total number of students receiving waivers on the basis of competitive scholarships in any given term may not exceed 5 percent of the students enrolled in the same semester in the prior year.
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(E) If the scholarship recipient is concurrently enrolled at more than one institution, the waiver of nonresident tuition is only effective at the institution awarding the scholarship. An exception for this rule exists for a nonresident student who is simultaneously enrolled in two or more institutions of higher education under a program offered jointly by the institutions under a partnership agreement. If one of the partnership schools awards the student a competitive scholarship-based waiver, the student is also entitled to a waiver at the second institution.

(F) If a nonresident or foreign student holds a competitive academic scholarship or stipend and is accepted in a clinical biomedical research training program designed to lead to both a doctor of medicine and doctor of philosophy degree, he or she is eligible to pay the resident tuition rate.

IV. Approval Process for Competitive Scholarships

The following steps shall be taken by colleges/schools/departments in order for scholarships/fellowships to be approved as competitive.

A. Submit a memorandum through the respective dean of the college to the VPSA for scholarships or the VPRGS for fellowships for his or her approval.
   1. The memorandum will state the name of the scholarship, the criteria to be used in awarding the scholarship, and a list of committee members officially authorized to award scholarships. If a private donor established the scholarship, then the criteria listed in the agreement will also be listed in the memorandum.
   2. Once approved, the scholarship must be advertised and available to the public in advance of any application deadline.
   3. After the respective committee has selected recipients for awards, colleges/departments will submit to the Scholarship Office the following:
      a. List containing the name of the scholarship, account number, recipient names, FAFSA or student ID number, dollar amount awarded, length of term, and residency status.
      b. List of all applicants for each competitive scholarship containing student's name, ID number, and residency status.

B. The Scholarship Office will inform Fiscal Services via e-mail and copy the Business Manager's Office and Payroll to waive the non-resident tuition for recipients receiving a competitive scholarship. The Business Manager's Office will have the residency code changed for each nonresident recipient to receive the in-state waiver. The residency code will be changed for the duration of the competitive scholarship not to exceed 12 months. Renewed scholarships beyond the 12-month period are not eligible for the in-state tuition waiver. If students are awarded different competitive scholarships for a subsequent year, they are entitled to the in-state rate. This is the only exception to the 12-month rule. A scholarship may be a single competitive scholarship of $1,000 or a combination of competitive scholarships totaling at least $1,000.

C. Each year colleges/schools/departments will review their competitive scholarships for possible changes. Changes will be submitted to the VPSA for scholarships or the VPRGS for fellowships. If there are no changes to the program, a list must be submitted containing the names of each committee member for each competitive scholarship.

D. The Scholarship Office will maintain a list of all approved competitive scholarships/fellowships and ensure awards are disbursed to students in accordance with federal, state and institutional regulations.

Editorial Amendment: January 14, 2013

APPENDIX O
Thesis/Dissertation Preparation Guidelines

Updated Spring 2016

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 Website

Q. Does The Graduate School have a template or any other formatting information?
A. Yes, we offer a template, formatting workshops, preliminary draft formatting review, and more. Read over the materials provided on the Thesis/Dissertation webpage and download the Formatting Template and the Preparation Guidelines. 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 and preparation guidelines on this page: http://graduateschool.utsa.edu/current-students/formatting-requirements/

The template is available in MS Word and LaTeX/LyX formats.

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 Compliance

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; Export Control issues; Time and Effort Reporting; and training in the Responsible Conduct of Research (RCR).

Visit the ORIC online: http://research.utsa.edu/oric/

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: http://www.utsa.edu/oric/irb/
- The application for use of Animals is currently located on the Research Integrity and Compliance website: 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/lbc/

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 the Thesis/Dissertation Officer 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

Permission for Use of Previously Published Material

If any of the material in the Master’s Thesis/Recital Document or Doctoral Dissertation has been published, the student must obtain written permission from the copyright holder (typically the publisher) giving the student authorization to use the material in the manuscript. A copy of this permission must be submitted to the Thesis/Dissertation Officer.

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). Ordinarily, the only condition for use is that proper acknowledgment be made.

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 (see next section "Previously Published Material" for more details).

A copy of the permission to use copyrighted material must appear in an appendix to the Master's Thesis/Recital Document or Doctoral Dissertation.

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.

### 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.

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 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.

### Contents

The Master's Thesis/Recital Document or Doctoral Dissertation must be more than a mere collection of manuscripts published or to be published. It must have an overall title; it may also have subtitles. It must include a comprehensive abstract, a full introduction and literature review, and final overall conclusion, which interprets the results of the research and describes the contribution to the field. Where the student is not the sole author of a manuscript, the introductory material to the chapter comprised by the manuscript must explicitly describe the
student's contribution to the work and acknowledge the contributions of the other author(s) of the work. Connecting texts, which provide logical bridges between different manuscripts, are necessary in the interest of cohesion.

Additional material, including procedural and design data as well as descriptions of equipment, must be included in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported. This material is usually included as an appendix to the document.

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 Arrangement and Pagination section 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 the Thesis/Dissertation Officer.

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 are mandatory and supplementary explanatory material is almost always necessary. Please include a statement beneath the chapter title indicating that the material has been previously published, the name of the journal, when it was previously published, and the names of any co-authors.

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."

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

Below is the required structure and organization for the Master's Thesis/Recital Document or Doctoral Dissertation. Use the template on The Graduate School's website to see correct formatting and spacing for the following pages: Signature Page, Title Page, and Abstract.

1. Signature Page

Q. I have a different number of committee members than what is shown on the template. What do I do?
   A. Add or remove lines as needed.

Q. Should I add the Dean's name to the bottom line?
   A. NO – do not add the Dean's name to the bottom signature line. This should read "Dean, Graduate School" as shown on the template.

Q. Is the top line for the chair of my committee or the chair of my department?
   A. The chair of your committee.
Q. On the template, it says “First Name Last Name, Ph.D.” under each line. What does this mean?
A. This is the format in which you should type your committee members’ names under each line. For example, “Dr. John Smith” is not acceptable; it should be written “John Smith, Ph.D.”

Q. Do I need to have my signature page signed?
A. No. As of Spring 2014, submitting two printed copies is no longer a final submission requirement. Because of this, your signature page will not be signed and will be uploaded unsigned to ProQuest.

Q. Since signature pages are no longer signed, how is my document approved by my committee?
A. Doctoral students: Your dissertation is approved by the Certification of Completion of Dissertation Requirements for Doctoral Degree form. This form is one of the required doctoral forms; there is no change to this policy. Your college will route this form to us for the Dean’s signature. This form should be received by The Graduate School no later than the final deadline.

Master’s students: Your thesis is approved by the Certification of Completion of Thesis Requirements for Master’s Degree form. This form should be signed once you complete your defense. Your College will route this form to The Graduate School for the Dean’s signature. This form should be received by The Graduate School no later than the final deadline.

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. Title Page

5. Acknowledgments

6. Abstract

7. 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.
8. List of Tables (required if tables are in document)

9. List of Figures (required if figures are in document)

10. Manuscript Text: The text should be divided into as many chapters or sections as necessary.

11. 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.

12. 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.

13. References

14. Vita

Page Numbers

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Page</td>
<td>Not counted/No page number</td>
<td>None</td>
</tr>
<tr>
<td>Copyright (optional)</td>
<td>Counted if included/No page number</td>
<td>None</td>
</tr>
<tr>
<td>Dedication (optional)</td>
<td>Counted if included/No page number</td>
<td>None</td>
</tr>
<tr>
<td>Title Page</td>
<td>Counted/No page number</td>
<td>None</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Counted/Lower case Roman numeral (ii, iii or iv)</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Abstract</td>
<td>Counted/Lower case Roman numeral</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Counted/Lower case Roman numeral</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>List of Tables &amp; List of Figures</td>
<td>Counted/Lower case Roman numeral</td>
<td>Bottom/Center</td>
</tr>
</tbody>
</table>

Lower case Roman numerals

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text (Chapter 1, Intro. or Preface)</td>
<td>Counted/Arabic numeral (will be page 1)</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Endnotes (if present)</td>
<td>Counted if present/Arabic numeral</td>
<td>Bottom/Center</td>
</tr>
<tr>
<td>Appendices (if present)</td>
<td>Counted if present/Arabic numeral</td>
<td>Bottom/Center</td>
</tr>
</tbody>
</table>

Arabic numerals


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://graduateschoo.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 (no page numbers, Roman numeral page numbers, Arabic numeral page numbers, and the Vita) in your document. The following page includes instructions for setting up all sections of page numbers in your document.

Make sure your page numbers are placed in the bottom center of the page, regardless of your writing style. Page numbers should never appear in a corner of the page.

If you continue to have trouble setting up your page numbers after following the instructions on the next page, please contact the Thesis/Dissertation Officer for guidance.

These instructions are for Microsoft Word. If you are using Word for Mac, menus may be in different locations than in the PC version. For example, Word for Mac users will select the “Insert” menu rather than the Page Layout menu.

Adding Roman Numeral Page Numbers:

1. Check to see if you already have a section break in place between the title page and acknowledgements page. Double-click the footer of the title page. If it states “Footer – Section 1” and the header on the Acknowledgements page says “Header – Section 2,” you already have a section break. Skip to step #5 below. If these numbers are the same or if no section number is given (i.e. it just says Footer and Header), you need to create a section break. Continue to the next step.

2. Click on the bottom of the title page (not the footer, just at the bottom after all text).

3. Go to the Page Layout menu. Select Breaks, then Section Break – Next Page. You have now created a section break.

4. Double-click the footer of the acknowledgements page to open it.

5. In the Header/Footer Tools menu, turn OFF the button that says “Link to Previous.” If this button is already turned off, skip to the next step.

6. Add your page numbers. In the Header/Footer Tools menu, go to Page Number. Add page numbers to the bottom center of the page.

7. If necessary, go back to the Page Number option and select “Format Page Numbers.” From here, you can tell your page numbers to be lower case roman numerals and to begin counting at iv.

8. If needed, delete page numbers from the signature page through title page.
Adding Arabic Numeral Page Numbers (beginning on the first page of your text):

1. Check to see if you already have a section break in place between the last roman numeral page and the first page of your document text. Double-click the footer of the last Roman numeral page (typically the List of Figures). If it states “Footer – Section 2” and the header on the first page of your text says “Header – Section 3,” you already have a section break. Skip to step #5 below. If these numbers are the same or if no section number is given (i.e. it just says Footer and Header), you need to create a section break. Continue to the next step.

2. Click on the bottom of the last Roman numeral page (not the footer, just at the bottom after all text).

3. Go to the Page Layout menu. Select Breaks, then Section Break – Next Page. You have now created a section break.

4. Double-click the footer of the first page of your text page to open it.

5. In the Header/Footer Tools menu, turn OFF the button that says Link to Previous. If this button is already turned off, skip to the next step.

6. Add your page numbers. In the Header/Footer Tools menu, go to Page Number. Add page numbers to the bottom center of the page.

7. If necessary, go back to the Page Number option and select “Format Page Numbers.” From here, you can tell your page numbers to be Arabic numerals and to begin counting at 1.

Removing the Page Number from the Vita:

1. Check to see if you already have a section break in place between the last page of your references section and the Vita. Double-click the footer of the last page of your references. If it states “Footer – Section 3” and the header on the first page of your text says “Header – Section 4” (these numbers may differ from document to document), you already have a section break. Skip to step #5 below. If these numbers are the same or if no section number is given (i.e. it just says Footer and Header), you need to create a section break. Continue to the next step.

2. Click on the bottom of the last page of your references (not the footer, just at the bottom after all text).

3. Go to the Page Layout menu. Select Breaks, then Section Break – Next Page. You have now created a section break.

4. Double-click the footer of the Vita to open it.

5. In the Header/Footer Tools menu, turn OFF the button that says Link to Previous. If this button is already turned off, skip to the next step.

6. Delete your page number.
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 chapter titles and other main headings at either 12pt or 14pt. If you choose to set main headings at size 14, be consistent: if one main heading is 14pt, all main headings in your document must be 14pt.
  
  - You may set your text at 10pt for endnotes, footnotes, and Table/Figure titles and descriptions. Again, 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 Thesis/Dissertation Officer in The Graduate School.

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: 1.25”
- Right margin: 0.75”
- Top margin: 1.25”
- Bottom margin: 0.75”

All page numbers should be centered on the bottom. 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 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.
- 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”

**Continuing table example:**

```
<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data</td>
<td>Data</td>
<td>Data</td>
<td>Data</td>
</tr>
</tbody>
</table>
```

**Continuing figure example:**

```
Figure 1: Figure Title Hypothetical

Figure 2: Continued
```
- 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.

Examples:

Table 1: Title Typed Here

<table>
<thead>
<tr>
<th>example</th>
<th>example</th>
<th>example</th>
</tr>
</thead>
<tbody>
<tr>
<td>example</td>
<td>example</td>
<td>example</td>
</tr>
<tr>
<td>example</td>
<td>example</td>
<td>example</td>
</tr>
<tr>
<td>example</td>
<td>example</td>
<td>example</td>
</tr>
</tbody>
</table>

Figure 1: Title Typed Here

Horizontal Pages

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 in Microsoft Word must be moved by hand to appear in the correct portrait-style position.

How to format landscape pages in your Word Document:

A. For landscape pages, the pagination must stay the same as your portrait-style pages and your margins must be set correctly. Landscape page numbers must be manually placed in the portrait page number position.

1. Inserting a landscape page should automatically create a section break. If it does not, follow the instructions for removing the Vita page number (refer to page 5 of this document) to create a section break.
2. Double-click on the footer of the first landscape page. In the header/footer tools menu, turn off the button that says "Link to Previous."

3. Double-click on the footer of the first portrait-style page that follows your landscape page(s). Turn off the "Link to Previous" button for this page as well. Your sections are now unlinked.

4. Delete the page number from your landscape page(s).

5. Insert a text box and type in the correct page number.

6. In the Text Box Tools menu:
   a. Make sure the text box has no border or fill color.
   b. Click the Text Direction button until your page number is facing the correct direction as seen in the example below.

7. Drag the text box to the left side of the page. Your landscape page and page number should now look like this:

8. Make sure your margins are correct. Landscape pages will have different margins than portrait-style pages:
   Top = 1.25”    Left = 0.75”    Bottom = 0.75”    Right = 0.75”

9. Make sure the next portrait-style page has the correct formatting. Double-check your margins (use the portrait-style margins listed on page 4 of this document) and make sure the page number continues counting correctly.

Avoiding Landscape Pages:
One way to avoid the formatting above is to save an image of your table or figure and rotate the image on a portrait-style page rather than rotating the page itself. If you do
this, insert your table/figure title in a text box and rotate the text so it faces the same
direction as the rotated image. This eliminates the need to adjust margins and manually
adjust page numbers.

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 the Thesis/Dissertation Officer.

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.

Preliminary Draft

A preliminary draft is a rough draft of your thesis or dissertation. Submitting a preliminary draft
to The Graduate School for a formatting check is strongly recommended. This draft may or may
not be 100% complete. Preliminary drafts are typically submitted prior to your defense.

Preliminary Draft Process

1. Schedule an appointment with The Graduate School to review your document with a
   Thesis/Dissertation officer. You can schedule an appointment by calling (210) 458-4331
   or emailing gradengage@utsa.edu. Please keep the following in mind when preparing
   your draft:
   o Preliminary drafts should be submitted as printed copies.
   o Print on regular copy paper
   o Print single-sided
   o Do not staple or bind your document

2. At your appointment, the Thesis/Dissertation Officer will go over the following:
   o Revisions
Final submission requirements and process
Any additional questions

Please keep in mind that The Graduate School does not read the content of your document, but checks the formatting against our required formatting guidelines. This means that we do not check your citations, spelling, or grammar, or review your document for plagiarism. If you are unable to have a preliminary draft check in person, or if you have questions about the preliminary draft process, please contact the Thesis/Dissertation Officer.

Final Requirements

The Graduate School has the following requirements:

1. ProQuest
2. Survey of Earned Doctorates (Doctoral candidates only)

Printed Copies
As of spring 2014, printed copies are no longer required. Please do not submit printed copies to The Graduate School; the UTSA Libraries are no longer accepting hard copies for binding or archival. Your ProQuest submission now serves as the university's archival copy.

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 5:00 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. Should my ProQuest signature page be signed? In other words, do I need to scan a signed copy of my signature page for ProQuest?
   A. No. When you upload electronically through ProQuest, signatures will not appear on the signature page; it will be unsigned, just as it appears on your computer. DO NOT include scanned signatures. You will be asked to remove the signatures and re-upload your document with an unsigned signature page.

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/

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 with the Thesis/Dissertation Officer during your preliminary draft meeting.

   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/
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.

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 the Thesis/Dissertation Officer 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. 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. I cannot make it to your office during business hours. How can I meet with the thesis/dissertation officer?
A. Please email the thesis/dissertation officer to discuss options for reviewing your document. We are happy to work with you to ensure your formatting is checked.

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.

Q. Do you require appointments, take walk-ins, etc.?
   A. We accept walk-ins, but you are strongly encouraged to email or call ahead to schedule an appointment to ensure the Thesis/Dissertation Officer is available to meet with you.