UTSA English Ph.D. Program

Policies and Procedures Handbook 2012-2013
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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 contribution to their fields of specialization.

II. ORGANIZATIONS AND ADMINISTRATION OF THE DOCTORAL PROGRAM

The Ph.D. Graduate Program Committee (Ph.D. GPC) 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. The full Ph.D. GPC recommends admission of students into the program. The Ph.D. GPC, a representative committee of three faculty members, 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 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 handle 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 will 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. They 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 from both the General examination and the English Subject Test 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). 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 not allowed. 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, will even so have their Fellowships reduced accordingly for the period of their outside grant, but 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. Under normal circumstances, 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 they will be removed from fellowship status. Students on fellowship who have an incomplete must finish the course requirements by the end of the subsequent semester. Students who are ABD may only have two incompletes. 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. However, 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. 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.

D. Teaching Requirement [Research Assistants]. In order to receive the full stipend, doctoral students on fellowship may be required to teach undergraduate composition classes 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 (see Appendix A.) All students who teach composition 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 GPC). All students who receive Teaching or Research Assistantships must attend all scheduled orientations. Students are strongly encouraged to enroll in ENG 5173 prior to teaching literature courses. RA’s or TA’s who, in the judgment of the GPC, fail to perform their duties, may lose their assistantships. Ph.D. students who have successfully completed their candidacy exams may be eligible to teach undergraduate courses in English in addition to freshman composition and ENG 2213: Literary Criticism and Analysis. However, doctoral students are normally
limited to teaching 2000-level courses, with some exceptions to be approved by the GPC in coordination with the department chair. In order to be considered for such an assignment, students must meet the following criteria: 1) completion of all required coursework, with a 3.5 or better GPA in all coursework, and 2) demonstration of teaching excellence in the form of teaching evaluations and other teaching materials. These materials will be reviewed by the Ph.D. GAR and the GPC, who will make recommendations regarding teaching assignments to the Department Chair. The Department Chair is responsible for final decisions on course scheduling. The Ph.D. GAR and dissertation/exam chair normally observe each doctoral student teaching in the ENG courses each year.

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 GAR an Annual Report, using a form provided by the GPC, with a portfolio that must include the following: a curriculum vitae; syllabi for all classes taught that year, a self-assessment including strengths and weaknesses, and the IDEA survey evaluation forms for the Teaching file; a two-page summary of research activity for the Research file; and a one-page statement on any service activities for the Service file. Copies of any conference papers or publications should be included. Since many job applications require a statement outlining an applicant's philosophy of education as well as research plan, students are encouraged to seek advice on the Annual Report and portfolio in consultation with the GAR if pre-Qualifying Examination, the QE chair if in the QE period, or the Dissertation Committee chair after the QE 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 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.

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 leave from the program must submit a written statement explaining their reasons for doing so to the Ph.D. GAR. Leaves from the program must be formally approved by the GPC. 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 GPC and the Department Chair
will recommend reinstatement or not to the Graduate Dean. Final decisions regarding reinstatement rest with the Graduate Dean.

H. Registration. Policies and guidelines recommended by the 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. 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 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 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 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. Special Graduate students and M.A. students may only transfer 6 hours of their coursework toward the doctoral degree. Exceptions may be approved upon recommendation of the Ph.D. GAR in consultation with the GPC, the Department Chair, and the Office of the Dean of the Graduate School. 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 listed in the Graduate Catalog "Doctoral Degree Regulations." 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" in a graduate course will not count toward the 39 semester credit hours of coursework required for the program.

K. Program of Study. The entire program of study should be drafted as the student undergoes coursework, but must finally be approved by the student's Dissertation Committee Chair, Dissertation Committee, and the Ph.D. GAR in consultation with the GPC, and submitted to the Dean of the Graduate School through the Dean of the College for final approval. (Please refer to page 302 of the 2011-2013 Graduate Catalog for degree requirements.)

L. Qualifying Examination. All students seeking a doctoral degree must pass a Qualifying Examination. The Qualifying Examination is taken upon completion of
coursework, including all incompletes, and fulfillment of the Language Requirement. The Qualifying Examination will draw from the fields of literature, language, or composition and rhetoric, and will be based on three areas: one of which must be multiethnic, cross-cultural, or transnational in focus; one which should include theory; and a third area to be determined by the student in consultation with his or her Qualifying Examination 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 will consist of three members, all to be selected by the student. Students must submit names of qualifying examination committee members to the Ph.D. GAR for approval at least a semester prior to the semester of the exam. A student may but is not required to recommend a faculty member outside of the Department, College, or University for her/his Qualifying Examination Committee. 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 English graduate faculty, the Ph.D. GAR, the Department Chair, COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA Graduate Council. UTSA retirees may be regarded as either inside or outside members. 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 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. Committee members will discuss readings or critical/theory works with the student relevant to the position papers (particularly in the setting of Directed Readings) but will not offer written or oral feedback on actual drafts of the position papers; yet they may do so on the reading lists and rationales. The Qualifying Examination will be scheduled within two weeks of completion of the position papers. 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 requested revisions to the position papers. Passing the Qualifying Examination is a prerequisite for advancement to candidacy for the Ph.D. The dissertation director is to fill out composite assessment forms with feedback from committee members.

M. Admission to Candidacy. A student will be admitted to candidacy after completing all university and departmental requirements, passing the Qualifying Examination and securing approval for the Dissertation Prospectus. From the date of written approval of the QE the student has eight 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
Students will be urged to prepare and submit a candidacy portfolio that demonstrates evidence of excellence in scholarship, teaching, and service, submitted as students advance to candidacy. This portfolio should reflect the contents of past Annual Report/Portfolios on teaching, scholarship and any service activities submitted to the Ph.D. GAR at the end of each academic year. The student will be advanced to candidacy upon approval by the Ph.D. GAR, the chair of the Department, and the Dean of the Graduate School.

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 (and the required 18 upper-division English hours) should be advanced to candidacy within three years after enrollment. Any student admitted to the program with only a Bachelor of Arts degree is expected to be advanced to candidacy within five years and to complete the program within seven years. Students on fellowship who fail to reach candidacy by the end of these expected deadlines risk loss of being in good standing.

N. 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 chair of the examination committee should submit the approved prospectus to the PhD GAR, who is chair of the PhD GPC. Students should not send the prospectus directly to the PhD GAR nor communicate directly with the COLFA Associate Dean for Graduate Studies. The PhD GPC then reviews the prospectus to ensure that it conforms to college and graduate school requirements. The PhD GAR, as chair of the PhD GPC, will communicate any suggestions for revisions to the chair of the examination committee, who will then work with the student on these changes. When the PhD GPC approves the prospectus, the PhD GAR will forward it to the COLFA Associate Dean for Graduate Studies. 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, and students should expect to submit more than one draft of the prospectus prior to this deadline. Approval of the prospectus should normally take place in the same semester as the Qualifying Examination. The Dissertation Committee (see section P. below) 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.

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, or composition and rhetoric. The student, in consultation with his or her Dissertation Chair (see section P. below), 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. Registration for the dissertation must be for a period 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. Selecting a Dissertation Chair. During the first semester of study, students are urged to meet with individual faculty to discuss research interests. After passing the Qualifying Examination, with the consent of the faculty member who will chair the Dissertation Committee, 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. 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 GPC to decide what to do about the 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, and 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 Chair of the Department, and the Graduate School Office. Students are responsible for submitting names of the chair and at least three additional members of the Dissertation Committee to the Ph.D. GAR for approval. The total size of the committee may not exceed five; under normal circumstances, only one the Dissertation Committee members may be selected from UTSA departments other than the Department of English. Such faculty members must be members of the Graduate Faculty in their respective departments. Outside members may include faculty from outside UTSA. 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 Department Chair, 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 the committee), the student’s chair should submit a request in writing to the PhD GAR, who is chair of the PhD GPC.

The Dissertation Chair provides day-to-day guidance to the student and is the deciding point of view if differences among committee members arise. All members of the committee are available for consultation, and the student should regularly ask for 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 Director 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. 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 at that time and annually thereafter. 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 GPC are forwarded to the Graduate School. Students who have not completed their degree within 8 years will be removed from the program. (Please refer to page 45 of the 2011-2013 Graduate Catalog.)

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 which members of the Dissertation Committee and those in attendance may raise about the dissertation. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the Committee
2. passed all required examinations, including the final oral examination
3. completed a dissertation that is an independent investigation in the major field, and that itself constitutes a contribution to knowledge
4. submitted an abstract for publication in Dissertation Abstracts International that meets with the approval of the Committee.
5. The committee may ask for changes in the dissertation at the time of the defense; however normally any major questions about the dissertation have been settled beforehand. Upon the successful completion of the defense, the Dissertation Committee approves the dissertation and certifies that the candidate has met all requirements for the doctoral degree. It is the responsibility of the Dissertation Chair to notify the Chair of the Department, the Dean of the College, and the Dean of the Graduate School that the candidate has met all requirements for the doctoral degree by submitting the Certification of Completion of Dissertation Requirements for the Doctoral Degree.

T. Submission and Publication of Dissertation. When the student has successfully defended the 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 on the \textit{Guide of the Preparation of the Doctoral Dissertation} available on the Graduate School website. In addition, we strongly recommend attending 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 also submits one bound copy to the English Department Graduate Studies 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.
IV. APPENDICES

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

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

*Indicates Graduate School approval needed.

Numerous books supporting MA and PhD 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

CHECKLIST

Requirements for English Doctoral Program

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

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

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

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

____________
Selection of Qualifying Examination Committee (before completion of 33 hours, 3 months before beginning of qualification process. Meetings with Qualifying Examination Committee members should be called by QE Chair 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 B

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 C
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) ________________________________________________________________
   Title: ____________________________ Signature
   Institutional Affiliation

2) ________________________________________________________________
   Title: ____________________________ Signature
   Institutional Affiliation

3) ________________________________________________________________
   Title: ____________________________ Signature
   Institutional Affiliation

Approved ____________________________ Date ________________
   Graduate Advisor of Record

Approved ____________________________ Date ________________
   Chair, Department of English

Approved ____________________________ Date ________________
   Dean, Graduate School

Date Submitted: ________________________
APPENDIX D

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 Concentration ____________________________
Catalog 20 ____________

The following courses are required for the degree indicated below:

<table>
<thead>
<tr>
<th>Discipline and Number</th>
<th>Course Title</th>
<th>Sem. Hr</th>
<th>Grade</th>
<th>When Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE COURSES (9 hrs. required)</td>
<td>ENG 5183 Theory and Practice of Teaching Composition</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 6013 Theoretical &amp; Research Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 6053 Latina/o Studies: Text and Context</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| SEMINARS (9 hrs maximum) | ENG 7053 Seminar: Latina/o Studies | 3       |       |                |
|                         | ENG 7063 Seminar: Issues in Culture        | 3       |       |                |
|                         | ENG 7073 Seminar: Theory and Criticism     | 3       |       |                |

| DOCTORAL RESEARCH (minimum 6 semester credit hours) | ENG 7311-3 Doctoral Dissertation | 6       |       |                |

| PRESCRIBED ELECTIVES (3 hrs required) | ENG 6023 Rhetoric and Composition: Text and Context | 3       |       |                |
|                                       | OR                                                |         |       |                |
|                                       | ENG 6033 Language and Linguistics: Text and Context | 3       |       |                |
|                                       | OR                                                |         |       |                |
|                                       | ENG 6063 Cross Cultural Issues: Text and Context  | 3       |       |                |

| FREE ELECTIVES minimum 12 semester credit hours, including at least 6 in ENG graduate courses) | | | | |

*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 of 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:
Dissertation 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 (iny) ______________________

Advanced to Candidacy ______________________ Comprehensive Exam ______________________

Admission Granted ______________________ Dissertation Filed ______________________

Hours of A x 4 ______________________

B x 3 ______________________

C x 2 ______________________

Total ______________________ GPA (3.0 min) ______________________
APPENDIX E

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: ____________________________

Title: ____________________________
Date: ____________________________

Approved Graduate Advisor of Record: ____________________________
Date: ____________________________
COMPLETION OF THE QUALIFYING EXAM

Completion of the Qualifying Exam for the Doctor of

STUDENT INFORMATION

Name

Degree/Program

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:________ Date Oral:________ Date

SIGNATURES OF QUALIFYING EXAM COMMITTEE:

Exam Committee Chair,

Date

Exam Committee.

Date

Exam Committee.

Date

Exam Committee.

Date

Exam Committee.

Date

SUPERVISING PROFESSOR

Date

GRADUATE ADVISOR OF RECORD AND CHAIR DOCTORAL PROGRAM COMMITTEE

Date

DEAN OF COLLEGE

Date

THE GRADUATE SCHOOL

Date
APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE

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

STUDENT INFORMATION

Name ___________________________________________________________ Student ID ________________

Department ____________________________ College ____________________________ Date Student Completed Qualifying Exam __________________

Proposed Dissertation Committee:

Chair, ____________________________________________________________ Department ____________________________

Member, ____________________________________________________________ Department ____________________________

Member, ____________________________________________________________ Department ____________________________

Member, ____________________________________________________________ Department ____________________________

Outside Member, ____________________________________________________ Department ____________________________

Supervising Professor, ________________________________________________ Department ____________________________

CHANGES IN COMMITTEE

New Member: __________________________________________________________

Remove: ____________________________________________________________

Department ____________________________

DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

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

Chairman Exam Committee, ___________________________________________________________________________

Exam Committee, ________________________________________________________________________________

Exam Committee, ________________________________________________________________________________

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby □ Approve □ Disapprove Dissertation Committee.

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

Attachment: Curriculum Vitae of Outside Member
# DISSERTATION PROPOSAL APPROVAL FORM

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
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<tr>
<td>Department</td>
<td>College</td>
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## DISsertation Committee Members

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<th>Chair,</th>
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## DOCTORAL PROGRAM COMMITTEE ACTION

Doctoral Program Committee Review Date: ____________________________

Doctoral Program Committee, ____________________________

Department Chair, ____________________________

Dean of College, ____________________________

**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
2) Approval of Doctoral Dissertation Committee Form
# APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
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<th>Anticipated Graduation Date</th>
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<th>Program of Study</th>
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<tr>
<th>Title of Dissertation (Subject to Change)</th>
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- [ ] Level of English proficiency is satisfactory
- [ ] Scholarship to date is satisfactory
- [ ] Program of Study is satisfactory
- [ ] Qualifying exam administered

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<thead>
<tr>
<th>Supervising Professor for Dissertation, Type Name</th>
<th>Date</th>
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<tr>
<th>Outsider Examiner, Type Name</th>
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<th>Supervising Professor, Type Name</th>
<th>Date</th>
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## DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

Based upon this student's performance to date and the attached Program of Study:

- [ ] We recommend that the student be advanced to candidacy
- [ ] We do not recommend advancement to candidacy at this time

<table>
<thead>
<tr>
<th>Chair, Doctoral Program Committee, Type Name</th>
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<th>Department Chair, Type Name</th>
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<th>Associate Dean of College, Type Name</th>
<th>Date</th>
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## THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby

- [ ] Approve
- [ ] Deny Candidacy.

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

Date: ________________________

<table>
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<tr>
<th>Vice Provost and Dean of The Graduate School, Dr. Dorothy Flannagan</th>
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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.

STUDENT INFORMATION

Last Name  First Name  Middle Name  Student 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): ________________

DISSERTATION COMMITTEE MEMBERS

Chair, ___________________________ Date ________________

Member, ___________________________ Date ________________

Member, ___________________________ Date ________________

Member, ___________________________ Date ________________

Outside Member, ___________________________ Date ________________

DEPARTMENT

Department Chair, ___________________________ Date ________________

COLLEGE

Associate Dean, ___________________________ Date ________________

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 ________________

OFFICE OF THE REGISTRAR

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 K
The University of Texas at San Antonio
College of Liberal and Fine Arts

General Policies and Procedures
for Graduate Students & Doctoral Students

The graduate programs offered by the College of Liberal and Fine Arts are governed by the policies and procedures contained in the 2009-2011 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 in Political Science
Master of Science in Psychology
Master of Science in Sociology
Master of Arts in Spanish
Master of Arts in Communication

PhD in English
PhD in Anthropology

Academic Standing (Graduate Catalog, p. 23)

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, Essays, Projects, Thesis and Dissertations
(Graduate Catalog, pp. 35-36, pp. 46-47)

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 and doctoral 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 6961: Comprehensive Examination is required. Students who are enrolled in 6961: 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 Essays, Projects, or Thesis must be enrolled during any semester in which they will require the assistance of a faculty project, essay 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. 36.

5. Students with incomplete Essays, 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. 20)

6. All students seeking a doctoral degree must pass a qualifying examination. The Qualifying Examination for the doctoral degree is taken upon completion of coursework in the final approved program of study. This examination consists of questions to test the candidate's knowledge and command of the major field. An examination covering support work is not a University-wide requirement, but it may be required at the discretion of the Graduate Program Committee or the Dissertation Committee. (Graduate Catalog, pp. 46-47)

**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.

**Doctoral Program of Study (Graduate Catalog p. 45)**

Before admission to candidacy, the student's proposed program of study is under the direction of the Graduate Program Committee in the major program area

**Doctoral Degree Regulations**

A student must spend at least two consecutive semesters (Fall and Spring, Summer Terms I and II and Fall, or Spring and Summer Terms I and II) in residence as a full-time student taking a minimum of 9 semester credit hours each residence semester.

**Doctoral Course Requirements**

No specific number of semester credit hours of coursework has been established for doctoral programs at UTSA, although advanced coursework is an essential part of a doctoral candidate's preparation. Individual doctoral programs may set minimum semester-credit hour requirements for the attainment of the degree.

**Support Work** (Graduate Catalog p. 43)

In addition to courses and research in a field of specialization within the major, supporting coursework will be taken to broaden or supplement the student's preparation.

Support work may consist of coursework in one area or several; it may consist of conference, laboratory, or problems courses; it may be a supervised activity off campus relevant to the major interest. Some portion, not necessarily all, of the support work is normally outside the major area unless that area is of a multidisciplinary nature. At least three courses or the equivalent from outside the area of specialization are generally required.
Language Proficiency (Graduate Catalog, p. 43)

Students are required to possess a competent command of English. Proficiency in a foreign language is a matter of degree option. Students should refer to individual degree descriptions for English and foreign language proficiency requirements.

Grades (Graduate Catalog, pp. 20-23) (Doctoral p. 43)

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 incomplete. 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.

Doctoral.... A grade-point average of "B" (3.0 on a 4.0 scale) must be maintained in each of the following:
1. all coursework completed at UTSA
2. graduate courses in the student's major
3. graduate courses in the student's support field

In computing grade-point averages, grades from other institutions are not used.

Course Requirements (Graduate Catalog p. 43)
Admission to Candidacy (Graduate Catalog p. 45)

Students who are admitted to doctoral programs directly from the bachelor's-degree level (without the requirement of a master's degree) and who want to take the master's degree as part of the program for the doctorate must meet specified requirements (Graduate Catalog p. 45)

Completing the Degree (Graduate Catalog pp. 45-47)

Time Limitations for Completion of Master's and Doctoral 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. 38; pp.43-46)

After completion of coursework toward the doctoral degree, the student will take a Qualifying Examination, which must be passed in order for the student to become a doctoral candidate. After admission to candidacy for a doctoral degree, the student's proposed program is reviewed by the student's Dissertation Committee. The Dissertation Committee may recommend additional course requirements to the student's Graduate Program Committee. The final program of study, as approved by the Graduate Program Committee, is then recommended to the Office of Graduate Studies for approval. Approval of the final program of study by Office of Graduate Studies is a degree requirement. All completed coursework included in the final program of study must have been taken within the preceding eight years.
Progress Review

If the doctoral degree is not completed within three years from the date of passing the Qualifying Examination, the Graduate Program Committee will review the student's progress at the end of the three-year period and annually thereafter. The Committee may recommend that the student meet new requirements that have been 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 (Graduate Catalog, pp. 43; 46)

Graduation Deadlines (Graduate Catalog, pp. 24-25)

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, p. 22)

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. 25)

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. 14-16)

Students may withdraw from individual courses through the ninth week of classes during Fall or Spring semesters, 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.
General Statement

The Rules and Regulations of the Board of Regents of The University of Texas System require that the Chief Administrative Officer of each component institution prepare rules and regulations for the governance of the institution in the form of a Handbook of Operating Procedures. These rules and regulations are subject to the approval of the Executive Vice Chancellor for Academic Affairs of The University of Texas System. They may not conflict with any part of the Regents' Rules and Regulations. If a conflict arises between any provision in the Handbook of Operating Procedures and any provision in the Regents' Rules and Regulations, the provision in the Regents' Rules and Regulations prevails and overrules any other provision.

Official policy of The University of Texas at San Antonio (UTSA) is contained in the Regents' Rules and Regulations and the UTSA Handbook of Operating Procedures. Other documents pertinent to the administration of UTSA are (1) the official current Catalog of UTSA that is approved by the Executive Vice Chancellor for Academic Affairs and the Board of Regents, (2) the various Administrative Memoranda issued by the President of UTSA, (3) The UTSA Student Guide, and (4) special official publications and documents such as the Affirmative Action Plan issued for special purposes.

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Athletics | Facilities and University Services
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4.29 - Hours of Work for Staff (Non-Faculty) Employees
4.30 - Criminal Background Checks
4.31 - Conflicts of Interest

5. Students

5.01 - Deleted July 2011
5.02 - Regulations Relating to Student Organizations
5.03 - Student Publications
5.04 - Off-Campus Speakers
5.05 - Certification of Employment for Resident Tuition
5.06 - On-Campus Interviewing of UTSA Students for Purposes of Employment
5.07 - Use of University Center Facilities
5.08 - Returned Checks and Debt of Students
5.09 - Class Attendance
5.10 - Student Tuition and Fee Installment Plan, Requirements, Consequences for NonPayment
5.11 - Student Right-to-Know and Campus Security Act
5.12 - Prohibition of Sexual Assault
5.13 - Posthumous Degrees
5.14 - Employer/Student Events
5.15 - Administration of Scholarships
5.16 - Deleted July 2011
5.17 - Student Fitness for Professional Practice
5.18 - Travel or Events that Involve Students and Other Non-Employee Participants
5.19 - Mandatory Use of Release/Indemnification Forms
5.20 - Authorization for Waiver of Mandatory or Incidental (Discretionary) Fees for Qualifying Academic Programs

6. Committees
6.01 - University Committees
6.02 - UT San Antonio Standing Committees

7. Athletics
7.01 - Athletic Program
7.02 - Investigating Potential NCAA Violations

8. Facilities and University Services
8.01 - Building Space Records and Inventory
8.02 - Property Accounting Responsibilities
8.03 - Remodeling and/or Alterations to University Facilities
8.04 - Keys and UTSA Card Access to University Facilities
8.05 - Use of University Facilities by Outside Groups
8.06 - Use of Campus Facilities Other than for Regular Classroom Instruction
8.07 - "Best Value" Procurement
8.08 - Use of Campus Mail Services
8.09 - Administration, Operation, and Recording of State-Owned Vehicles
8.11 - Selection and Monitoring of Food Service Contractors
8.12 - Information Resources Use and Security Policy
8.13 - The Organization and Appropriate Use of the Internet at UTSA

9.01 - Nondiscrimination and Sexual Harassment and Sexual Misconduct
9.02 - Persons with Disabilities
9.03 - Handbook of Operating Procedures Amendment Approval Process
9.04 - Consensual Relationships
9.05 - Occupational Safety and Health
9.06 - Compliance with the Texas Hazard Communication Act
9.07 - Deleted August 2010
9.08 - Texas Public Information Act
9.09 - University Posting of Materials
9.10 - Solicitation of Any Kind and Distribution of Newspapers and Other Materials on the UTSA Campus
9.11 - Reproduction of Copyright Materials
9.12 - The Use of the University Name, Seal, Logo, and Athletic Emblem (Roadrunner)
9.13 - Unsupervised Children on Campus
9.14 - Parking Violations
9.15 - Campus Closure Due to Weather or Safety Considerations
9.16 - Use of Alcoholic Beverages
9.17 - Deleted March 2011
9.18 - Drugs and Alcohol
9.19 - Administration of the Student Deposit Endowment Fund
9.20 - Guidelines for Managing Endowments
9.21 - Records Management and Retention
9.22 - Acquired Immune Deficiency Syndrome, Human Immunodeficiency Virus Infection and Hepatitis B Virus
9.23 - Procedures Governing Private Gift Solicitation
9.24 - Deleted July 2011
9.25 - Hazardous Waste Management Program
9.26 - Historically Underutilized Business Initiative
9.27 - Guidelines for Internal Audit Committee
9.28 - Guidelines for Research Centers and Institutes at UTSA - Deleted and replaced with Policy 10.03
9.29 - Naming of Buildings and Facilities
9.30 - Drug and Alcohol Testing (Certain Holders of Commercial Drivers' Licenses)
9.31 - State Employment and Selective Service Registration
9.32 - Sponsored Programs Administration
9.33 - Collections Management Policy for the Center for Archaeological Research
9.34 - Repatriation Policy for the Center for Archaeological Research
9.35 - Confidentiality of Social Security Numbers (Rules of Conduct)
9.36 - Non-smoking Policy - replaces AMS 5-1
9.37 - Peaceful Public Assembly
9.38 - Guidelines for Service Centers and Institutes
9.40 - General Compliance Training
9.41 - Affiliated Organizations
9.42 - Auxiliary Enterprises
9.43 - Sustainability
9.45 - Assessment of Programs and Services

10. Research Administration
2.26 - Human Research (policy number expected to change to 10.10)
2.27 - UTSA Intellectual Property (policy number expected to change to 10.15)
2.28 - Procedures for Dealing with Allegations of Misconduct in Science (policy number expected to change to 10.02)
2.42 - Research Space Utilization (policy number expected to change to 10.14)
9.32 - Sponsored Programs Administration (policy number expected to change to 10.01)
10.03 - Guidelines for Research Centers and Institutes
10.04 - Conflict of Interest in Research & Intellectual Property
10.09 - Research and Other Sponsored Projects Data or Record Ownership and Retention
APPENDIX M
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 University Advancement (VPUA). 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 at 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 (VPRGS) 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.

(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.
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, Banner 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.

A. 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.

B. 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.

C. 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.
APPENDIX N
Preparation Guidelines for the Master’s Thesis/Recital Document and Doctoral Dissertation

Scan this code with your smartphone to visit The Graduate School’s Thesis/Dissertation webpage.

You are strongly encouraged to submit a preliminary draft of your manuscript to The Graduate School to ensure that you are complying with the guidelines set in this handbook. Your preliminary draft may be submitted to The Graduate School, located in the North Paseo Building, room 2.210.

If you have questions on formatting, please contact the Thesis/Dissertation Officer at The Graduate School:

Lauren Beaver
210.458.6409
lauren.beaver@utsa.edu

PLEASE NOTE:

GUIDELINES CHANGE OVER THE YEARS. PLEASE FOLLOW THE CURRENT GUIDELINES AND TEMPLATE. DO NOT USE A FORMER STUDENT’S THESIS OR DISSERTATION AS A GUIDE FOR FORMATTING.
# Table of Contents

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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, format standards are established by The Graduate School.

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/ibc/

NOTE: These forms and a copy of your approval letter must be included in an appendix to your thesis/dissertation when it is submitted to The Graduate School. 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.
Previously Published Materials

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. However, in the rare cases in which preprints and reprints of previously published papers meet those standards, they may be included as chapters, duplicated clearly on acid-free archival paper (see "Paper" section of this guide). Pages of those chapters should be numbered consecutively with the rest of the Master's Thesis/Recital Document or Doctoral Dissertation. The original journal page numbers should be deleted, and the Master's Thesis/Recital Document or Doctoral Dissertation page numbers placed on the page in accordance with the traditional guidelines. Photographs or other materials, which do not duplicate well from reprints, must be included in their original form.
Regardless of whether they are retyped or copied directly from the journal print, 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.

If you are unsure whether your document follows the required formatting, please contact the Thesis/Dissertation Officer.

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 reply authorizing use of the material. Ordinarily the only condition for use is that proper acknowledgment be made. If the student has already published any portion of the Master's Thesis/Recital Document or Doctoral Dissertation material, written authorization from the journal(s) must be obtained before the material is used.

A copy of the permission to use copyrighted material must be submitted to the Thesis/Dissertation Officer. This copy will be kept on file in The Graduate School.

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.

Required Text for Previously Published Materials

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 may 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 signatures 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 our website to show correct formatting and spacing for the following pages: Signature Page, Title Page, and Abstract.*

More information on formatting your document can be found in the Thesis/Dissertation FAQs document available for download on our website.

1. **Fly Page (required):** This is a blank page used for protection in binding. This page is only needed in the two hard copies submitted to The Graduate School; you may delete it from your ProQuest electronic copy. No page number.

2. **Signature Page (required):** This sheet contains the approval signatures of the student's committee members. The two hard copies for The Graduate School must have all original signatures; photocopies, scans, etc. will not be accepted. The Graduate School will obtain the Dean of The Graduate School's signature for you after you submit your final documents. The signature page for ProQuest will not include signatures—it will be unsigned, exactly as it appears on your computer. No page number. Please refer to the template.

3. **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 purchase the copyright, please delete the copyright page from your final document. No page number.
4. **Dedication Page (optional):** The dedication should be single spaced, italicized, and printed in a 12 pt. font. The dedication should not exceed 7-10 lines. No page number.

5. **Title Page (required):** The student's name, as it is on file in the Registrar's Office, must appear here as it does on the copyright page and on the abstract. The date on this page is the month and year of graduation, NOT the date of the submission of the thesis. No page number. Please refer to the template.

6. **Acknowledgments (required):** Acknowledgements are double-spaced and should not exceed one page. The month and year of your graduation should appear at the bottom of this page, centered over the page number. This is the first page with a page number; it will appear in lower case roman numerals in the bottom center of the page. Depending on inclusion of the copyright and dedication pages, this page will be either ii, iii, or iv.

7. **Abstract (required):** The abstract is a concise statement of the nature and content of the manuscript, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. It should be double-spaced and should not exceed 250 words or one and a half pages. Your name should appear on this page exactly as it does on the copyright and title pages (the name must be the same as that on file in the Registrar's Office). This page will have a lower case roman numeral page number. Please refer to the template.

8. **Table of Contents (required):** 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. This page will have a lower case roman numeral page number.

9. **List of Tables (required if tables are in document):** The List of Tables should include titles and correct page numbers of all tables that appear in your document. This page will have a lower case roman numeral page number.

10. **List of Figures (required if figures are in document):** The List of Figures should include titles and correct page numbers of all figures that appear in your document. This page will have a lower case roman numeral page number.

11. **Text (required):** The text should be divided into as many chapters or sections as necessary. The first page of your text will begin on page 1. This is the first page to be numbered with Arabic numerals. The page number will appear in the bottom center of the page.

12. **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.

13. **Appendices (if present):** Materials which are peripheral but relevant to the main text of the Master's Thesis/Recital Document or Doctoral Dissertation should be placed in appendices. These may include such things as survey instruments, additional data, computer printouts and programs, and details of a procedure or analysis. Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible. Appendices appear before the references. Continue numbering with Arabic numerals.
   - If you have an approval letter from the IRB, it must be included as an appendix.
14. **References (required):** Please follow your writing style for correct citation formatting. Full references are required and the format must be approved by your committee. This section may also be called Bibliography or Works Cited. Continue numbering with Arabic numerals.

15. **Vita (required):** The vita is a brief biographical sketch, written in third person and double-spaced. Please **do not** include the following: contact information (email address, home address, phone number), list of publications, or a résumé. Vita has no page number.

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**Page Numbers**

1. **Fly page** - No page number, not counted.
2. **Signature page** - No page number, not counted.
3. **Copyright (optional)** – No page number, but page is counted.
4. **Dedication (optional)** - No page number, but page is counted.
5. **Title page** - No page number, but page is counted.
6. **Acknowledgements** - **FIRST PAGE WITH A PAGE NUMBER.** The number is in lower case Roman numerals (either ii, iii, or iv, depending on inclusion of Copyright and Dedication). Page number appears in the bottom center of the page.
7. **Abstract** – Continue lower case Roman numerals, bottom center.
8. **Table of contents** - Continue lower case Roman numerals, bottom center.
9. **List of Tables and List of Figures** - Continue lower case Roman numerals, bottom center.
10. **Text** - **FIRST PAGE OF TEXT WILL BE PAGE 1.** The body of the manuscript should begin with Arabic numerals and continue this way until the Vita section. Page numbers appear in the bottom center of the page.
11. **Endnotes (if present)** – Continue Arabic numerals, bottom center.
12. **Appendices (if present)** – Continue Arabic numerals, bottom center.
14. **Vita** - No page number.

All page numbers should appear at the bottom center of the page, regardless of writing style.
Text, Spacing, Margins

Text

- The manuscript must be printed in black characters on one side of the paper only.
- Conventional typefaces such as Times New Roman and Arial are acceptable. Students are to use 12 point fonts within the body of the text. Fourteen point fonts are acceptable for headings and titles, if desired. Emphasis in the text may be achieved by using an appropriate italic typeface, boldface, or by underlining.
- **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).

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.

- 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)".

Horizontal tables and figures must be positioned correctly: the top of the figure or table will be the left margin when printed and bound. 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. Please contact the Thesis/Dissertation Officer if you need help with this process.

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 in your document, it must be folded neatly, carefully prepared, and placed so that it will not be cut by trimming during the binding process. At the discretion of the Supervising Professor, large tables or maps may be neatly folded and inserted in a pocket or envelope placed after all other materials, including the Vita. When the Master's Thesis/Recital Document or Doctoral Dissertation is bound by the Library, the envelope or pocket is mounted on the inside back cover. Reference should be made in the list of tables, figures, maps, etc., to such material, and the words "following vita" or "pocket" should be given in lieu of page numbers. For questions about this process and how to prepare your document, please contact the Thesis/Dissertation Officer.

- This type of material will be submitted electronically to ProQuest as "supplemental material." Supplemental material will appear in a pocket in the back of the ProQuest bound copies. For more information, please contact the Thesis/Dissertation Officer.

Documentation of Sources

Citations

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 so that the Thesis/Dissertation Officer can check your signature page before you obtain your committee members' signatures.

Please remember: The Graduate School checks your document for required formatting; we do not read your content. This means that we do not check your citations, spelling, or grammar, or review your document for plagiarism.

Preliminary Draft Process

1. Submit a printed copy of your preliminary draft to The Graduate School on or before the draft deadline. Please keep the following in mind when preparing your draft:
   - Preliminary drafts must be submitted as printed copies.
   - Print on regular copy paper
   - Print single-sided
   - Signatures are not required on the draft signature page

2. The Thesis/Dissertation Officer will review your document for formatting.

3. Within 1-3 days, the Thesis/Dissertation Officer will contact you to schedule an appointment.

4. At your appointment, the Thesis/Dissertation Officer will go over the following:
   - 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. If you are unable to submit your preliminary draft by the preliminary draft deadline, or if you have questions about the preliminary draft process, please contact the Thesis/Dissertation Officer.

Final Requirements

Printed Copies

Students are required to turn in two printed copies on the correct final copy paper to The Graduate School by 5:00 p.m. on the final deadline date each semester. These two copies will later be taken to the UTSA Library where they will be bound and archived.

Your final hard copies must be printed on the following paper:

1. Plain white (some brands label their paper bright white or stark white)
2. 100% cotton
3. Acid free
4. Paper weights of 20 lbs or 24 lbs

More information on paper requirements and sources can be found here: http://graduateschool.utsa.edu/images/uploads/Paper_Sources.pdf
Each of your final copies must include a signed signature page. Signatures must be original (no emailed, photocopied, or faxed signatures will be accepted). The Graduate School will obtain the Dean of the Graduate School’s signature for you after you submit your final copies.

All copies must be free from error and have no visible streaks or shadows that resulted from the printing process. The student should make certain that each copy of the manuscript is properly collated and that no pages are missing or duplicated.

ProQuest

Students are required to submit one electronic copy of their manuscript to the ProQuest website. This is to ensure that the student’s manuscripts are published to the ProQuest database so that their research can be shared. The ProQuest submission must also 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/

Students wishing to purchase bound copies for personal use may do so through the ProQuest website. If students choose not to purchase bound copies through ProQuest, locations such as FedEx Office offer binding services. Ordering bound copies is not required by The Graduate School.

Survey of Earned Doctorates

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/

Contact Information

If you have any questions regarding the required formatting, preliminary draft process, final draft requirements, or ProQuest submission, please contact the Thesis/Dissertation Officer in The Graduate School:

Lauren Beaver
(210) 458-6409
lauren.beaver@utsa.edu

Other Resources

For more information on formatting and requirements, you are strongly encouraged to download the following documents:

1. Formatting template (MS Word): http://graduateschool.utsa.edu/current-students/formatting-requirements/