

### All PhD Students:

1. Enroll in a graduate level course at UTD\*.
2. Submit a [request graduation audit online form](#).
3. Get your [final degree plan](#) approved by your PhD Advisor. Make a duplicate before submitting the original it to the ECE Graduate Program Office.
4. Make certain to complete all incomplete grades. Contact the course instructor regarding change of grade. Check the Registrar's Office to be certain any necessary grade change forms have been received.
5. Make certain that you submit a [Repeated Course Adjustment form](#) for each course repeated, to the Registrar's Office.
6. Pay all necessary fees in the Records or Bursar's Office.
7. Check with a [Graduate Advisor](#) for any holds that may be on your student account.
8. Fill out the [Application for Graduation](#) online by the deadline.

### Dissertation Requirements Completion:

1. Check the Office of Graduate Studies for the [deadline dates](#) for the semester in which you plan to graduate; including [both formatting and documents submissions guidelines](#).
2. When your supervising professor declares you ready to defend your dissertation, distribute dissertation copies to all [committee members](#). Most departments require at least two weeks to review it.
3. When all committee members agree that you are ready to defend, schedule your dissertation final oral presentation. Contact your PhD Advisor's administrative assistant for venue reservation.
4. Have all committee members sign the [Request for Final Oral Examination form](#).
5. Make an appointment with the Graduate Reader in the Graduate Dean's Office for approval of your dissertation format and unsigned signature page. Bring your laptop. No paper copies.
6. Upload a completed request for final oral examination form, a pdf of your dissertation and unsigned signature page **A MINIMUM OF TWO WEEKS BEFORE THE SCHEDULED FINAL ORAL EXAM DATE** on the [dissertation submission webpage](#). The Graduate Dean's Office will secure an outside chairperson. Notice of your defense will be emailed to all faculty and posted outside the Graduate Dean's Office.
7. Upload your dissertation to [Turnitin.com](#) for a citation check.
8. Submit your [Dissertation Presentation Details](#) online minimum two weeks prior to your scheduled dissertation final oral examination.
9. On the day of the defense, print the page of the Unsigned Signature Page and get it signed after passing your dissertation final oral examination.
10. If graduating *In Absentia*, submit an [In Absentia Registration form](#) after passing your final oral examination. PhD Advisor signs it.
11. Upload the final version of your dissertation to the [Dissertation Submission website for a final format check](#), at least, three working days before the final deadline.

### **Doctoral Candidates - Abstract maximum = 350 words**

\* Students must be registered for, at least, minimum three graduate coursework hours in the semester taking the dissertation final oral examination.