UTSA ENGLISH
Ph.D. PROGRAM

POLICIES AND
PROCEDURES
HANDBOOK
2014-2015
DEPARTMENT OF ENGLISH

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCTORAL PROGRAM IN ENGLISH

ACADEMIC POLICIES AND PROCEDURES HANDBOOK

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I. DOCTORAL DEGREE PROGRAM AREA

The Doctor of Philosophy degree in English [http://colfa.utsa.edu/english/phd.html](http://colfa.utsa.edu/english/phd.html) offers students full-time and part-time opportunities for advanced study and research in cross-cultural, transnational approaches to English language and literary studies, with coursework required in U.S. Latina/o literature and rhetoric and composition. The Ph.D. in English is awarded to candidates who complete all required coursework; demonstrate in-depth cross-cultural knowledge of literature, language, and/or composition and rhetoric; and produce an original 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 (GAR) for the Ph.D. program for a three-year term in accordance with department, college, and university (Graduate Council) bylaws. The Ph.D. GAR will 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 (having completed “All But Dissertation”) 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 Assistant (TA) or Research Assistant (RA). In order to receive the full stipend, doctoral students on fellowship may be required to teach undergraduate composition classes (WRC 1013 or 1023) or other courses, to work as research assistants, or to assume other responsibilities as determined by the Ph.D. GAR and the Department Chair. Work assignments and compensation will conform to the UTSA Handbook of Operating Procedures. 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 Ph.D. GPC). All students who receive Teaching or Research Assistantships must attend all scheduled orientations. Students are strongly encouraged to enroll in ENG 5173: Theory and Practice of Teaching Literature prior to teaching literature courses. TAs or RAs who, in the judgment of the Ph.D. GPC, Ph.D. GAR, and Department Chair, fail to perform their duties, may lose their assistantships. Doctoral students are normally limited to teaching freshmen- or
sophomore-level courses; Ph.D. students who have successfully completed their Qualifying exams and have advanced to candidacy may be eligible to teach other undergraduate courses in the English Department subject to the approval of the Ph.D. GPC, Ph.D. GAR, and Department Chair. In order to be considered for such an assignment, students must meet the following minimum criteria: 1) completion of all required coursework, with an overall GPA of at least 3.5, 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 Ph.D. GPC, who will make recommendations regarding teaching assignments to the Department Chair. The Department Chair is responsible for final decisions on course scheduling. The Ph.D. GAR and the student’s qualifying exam and/or dissertation committee chair normally observe every doctoral student who is teaching courses for the English Department at least once per 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 Ph.D. GAR an Annual Report, using a form provided by the Ph.D. GPC, with a portfolio that must include the following:
  • a curriculum vitae; syllabi for all classes taught that year, a self-assessment covering teaching strengths and weaknesses, and the university and department evaluation forms for the Teaching file;
  • a two-page summary of research activity for the Research file, along with copies of any conference papers or publications;
  • and a one-page statement on any service activities for the Service file as applicable.
Since many job applications require a statement outlining an applicant’s philosophy of teaching as well as research plan, students are encouraged to seek advice on the Annual Report and portfolio in consultation with the Ph.D. GAR if pre-Qualifying Examination, the Qualifying Examination chair if in the Qualifying Examination period, or the Dissertation Committee chair after the Qualifying Examination has been successfully completed.

F. Language Requirement. In addition to fluency in English, students must demonstrate proficiency in Spanish or another language that is approved in advance by the Ph.D. GAR in consultation with the GPC. Proficiency may be demonstrated in one of the following ways:
  1. Successful completion of an upper-division undergraduate course or a graduate course with a grade of “B” or better. The Ph.D. GAR in consultation with the Ph.D. GPC must approve the course in advance.
  2. Passing the CLEP (College Level Examination Program) with a score of 85% or higher (Raw score of 68 or higher). See CollegeBoard.com for more information about CLEP. Note: UTSA Testing Services regularly offers the CLEP.
     Students may not take the Qualifying Examination until they have met the language requirement and they cannot advance to candidacy.

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

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

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

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

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

Students who are accepted into the doctoral program without a master's degree must complete all requirements for the M.A. in English or its equivalent as determined by the Ph.D. GPC and the Ph.D. GAR in accordance with the Graduate Catalog. Students admitted with a B.A. must consult with the M.A. and Ph.D. GARs in their first semester of study to establish a degree plan that satisfies this requirement. Any grade lower than a "B" (3.0 on a 4.0 scale) in a graduate course will not count toward the 39 semester credit hours of coursework required for the program.
K. Program of Study. The 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 Ph.D. GPC, and submitted to the Dean of the Graduate School through the Dean of the College for final approval. (Please refer to the Graduate Catalog for degree requirements.)

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

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

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

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

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

O. **Doctoral Dissertation.** Candidates must demonstrate their ability to conduct independent research by completing and defending an original dissertation that makes a significant contribution to the field of literature, language, or composition and rhetoric. The student, in consultation with his or her Dissertation Chair, determines the research topic. The Dissertation Committee will guide and critique the candidate’s research and writing of the Dissertation. During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, he or she is required to enroll in ENG 7311/3. 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 their research interests and to select a Qualifying Exam chair (see above). After passing the Qualifying Examination, students must submit in writing to the Ph.D. GAR their choice of a Dissertation Chair who may or may not be the Chair of the student's Qualifying Examination Committee. Students must seek the consent of the faculty member before listing her or him as their Qualifying Exam or Dissertation committee chair. Full-time students who have not been approved for a Dissertation Chair after completing the Qualifying Examination must meet with the Ph.D. GAR and the Ph.D. GPC to decide what to do about 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, 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 of the Dissertation Committee members may be from UTSA departments other than the Department of English. These UTSA faculty members must be members of the Graduate Faculty in their respective departments. With the approval of the Ph.D. GPC, Ph.D. GAR, and Graduate School, faculty from outside UTSA may be included on a dissertation committee. Non-UTSA committee members, including department retirees, must be admitted as Special Members to the Graduate Faculty, approved by the English Graduate Faculty, the Ph.D. GAR, the Ph.D. GPC, the Department Chair, the COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA
Graduate Council. If a student, after consultation with his or her dissertation chair, requires a second outside member (i.e. to cover an area that is not represented by department faculty), the student’s chair should submit a request in writing to the Ph.D. GAR, to be reviewed by the Ph.D. GPC.

The Dissertation Chair provides day-to-day guidance to the student and is the deciding point of view if differences among committee members arise and should communicate with the Ph.D. GAR. 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 Dissertation Chair once a month.

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

R. Progress Review. All students are required to sign the Milestones Agreement specifying that, under normal circumstances, the doctoral work must be completed in five years. If the doctoral degree is not completed within three years from the date of advancement to candidacy, the Ph.D. GAR in consultation with the GPC will review the student’s progress 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 Ph.D. GPC will be forwarded to the Graduate School for final approval. Students may be required to cover any financial penalties incurred by the Graduate School if they exceed their permitted semester credit hours. As per the Graduate Catalog, students who have not completed their degree within eight years will be removed from the program.

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

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

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

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

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

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


Bolker, Joan. Writing Your Dissertation in Fifteen Minutes a Day. New York: Henry

Peterson, Karen E. Write. 10 Days to Overcome Writer’s Block. Period. Avon:
APPENDIX A
Milestones Agreement Form

Ph.D. in English

This form is provided for the purpose of informing students about the academic milestones they will be expected to reach in order to earn their Ph.D. degrees and when they are expected to complete these milestones. Under normal circumstances, students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

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

Academic advising includes the following elements designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

- Ensuring that annual reviews between student and advisor and/or supervising committee occur. The results of this review will be included in the program’s annual doctoral progress report.
- Providing suggestions on course selection
- Reviewing the student’s Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
- Providing the student with assistance in understanding the requirements for successful completion of dissertation
- Providing the student with assistance in assembling a dissertation committee
- Providing the student with experiences and information that will optimize the student’s career opportunities and success
Requirements for all students in the ENG Ph.D. Program

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

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

I have read this form and have discussed the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the English Ph.D. program, as well as the expected timeline for completing these milestones.

__________________________________________________________________________
Student's Signature

__________________________________________________________________________
Advisor's Signature

__________________________________________________________________________
Date

__________________________________________________________________________
Date
APPENDIX B
CHECKLIST
Requirements for English Doctoral Program

Milestones Agreement Form*

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

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

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

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

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

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

Qualifying Examination Committee Form approved*

Program of Study approved*

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

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

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

Oral Examination*

Appointment of Doctoral Dissertation Committee approved*

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

Application for Candidacy for the Doctoral Degree approved*

Certification of Completion of Dissertation Requirements approved*

Two copies of dissertation to Graduate School*

Upload to UMI/ProQuest

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

<table>
<thead>
<tr>
<th>Discipline and Number</th>
<th>Course Title</th>
<th>Sem. Hr Credit</th>
<th>Grade</th>
<th>When Completed</th>
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<tr>
<td>CORE COURSES (9 hrs. required)</td>
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<tr>
<td>ENG 5183</td>
<td>Theory and Practice of Teaching Composition</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 6013</td>
<td>Theoretical &amp; Research Methods</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 6053</td>
<td>Latina/o Studies: Text and Context</td>
<td>3</td>
<td></td>
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<tr>
<td>SEMINARS (9 hrs maximum)</td>
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<tr>
<td>ENG 7053</td>
<td>Seminar: Latina/o Studies</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>ENG 7063</td>
<td>Seminar: Issues in Culture</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 7073</td>
<td>Seminar: Theory and Criticism</td>
<td>3</td>
<td></td>
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<td>DOCTORAL RESEARCH (minimum 6 semester credit hours)</td>
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<td>ENG 7311-2</td>
<td>Doctoral Dissertation</td>
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<tr>
<td>PRESCRIBED ELECTIVES (3 hrs required)</td>
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<td>ENG 6023</td>
<td>Rhetoric and Composition: Text and Context</td>
<td>3</td>
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<td>OR</td>
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<td>ENG 6033</td>
<td>Language and Linguistics: Text and Context</td>
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<td>OR</td>
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<tr>
<td>ENG 6063</td>
<td>Cross Cultural Issues: Text and Context</td>
<td>3</td>
<td></td>
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<tr>
<td>FREE ELECTIVES minimum 12 semester credit hours, including at least 6 in ENG graduate courses. The student in consultation with an academic advisor and the Doctoral Advisor of Record will select at least 12 hours of freely elected courses. Students will select course work from available graduate courses in ENG or, with approval of the Graduate Program Committee, related disciplines.</td>
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Total*

*Minimum of 39 hours of courses with 8 or above.

**Indicate course used towards MA degree (maximum of 30 hours comparable to core and elective courses).

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

Supervising Professor’s Signature: __________________________ Date: __________

Advisor of Record’s Signature: __________________________ Date: __________

Signature: __________________________ Date: __________

Doctoral Program Committee Chair: __________________________ Date: __________

Signature: __________________________ Date: __________

Dean of College: __________________________ Date: __________

Signature: __________________________ Date: __________

Dean of Graduate School: __________________________ Date: __________

NOTES:
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 (Yrs): __________ Hours of A: __________ x __________

Advanced to Candidacy: __________________________ Comprehensive Exam: __________________________ Hours of B: __________ x __________

Admission Cleared: __________________________ Dissertation Filed: __________________________ Hours of C: __________ x __________

Total __________: GPA (3.0 min) __________
APPENDIX D
Language other than English Requirement Form

Ph.D. Program in English

Student’s Name ___________________________ Student ID __________

Department ___________________________ College ___________________________

Foreign Language for which credit is sought: ______________________

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

Check one:

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

Course: ______________ Institution: ______________

Instructor: __________ Grade: ______________

Date Completed: ______________

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

Date of Exam: __________ Site Exam Taken: __________

Numerical Score: __________

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

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

Student’s Name ___________________________ Student ID ____________

Department ___________________________ College ___________________________

Projected Date of Qualifying Examination ___________________________

Areas of Qualifying Examination:

1) ___________________________ 3) ___________________________

2) ___________________________

Date Student Admitted to Program ___________________________

Qualifying Examination Committee Chair: ___________________________

Signature Qualifying Examination Committee Chair ___________________________

Qualifying Examination Committee:

1) ___________________________ 3) ___________________________

Title: ___________________________ Signature ___________________________

Institutional Affiliation ___________________________

2) ___________________________ 4) ___________________________

Title: ___________________________ Signature ___________________________

Institutional Affiliation ___________________________

Approved ___________________________ Date ___________________________

Graduate Advisor of Record

Approved ___________________________ Date ___________________________

Chair, Department of English

Approved ___________________________ Date ___________________________

Dean of College

Approved ___________________________ Date ___________________________

Dean, Graduate School

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

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

Reading List Areas:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signatures of Qualifying Examination Committee:

________________________________________________________________________  Title: __________________________

Date: __________________

________________________________________________________________________  Title: __________________________

Date: __________________

________________________________________________________________________  Title: __________________________

Date: __________________

________________________________________________________________________  Title: __________________________

Date: __________________

Approved Graduate Advisor of Record: __________________________

Date: __________________
COMPLETION OF THE QUALIFYING EXAM

Completion of the Qualifying Exam for the Doctor of ____________________________

STUDENT INFORMATION

Name ____________________________________________________________

Degree Program __________________________________________________

myUTSA ID ______________________________________________________

UTSA ACADEMIC RECORD:
Semester of entry into program (semester/year): ______________________

Total number of semester hours completed: __________________________

Cumulative GPA: ________________

All required courses completed: □ Yes □ No

Passed Qualifying Exam: Written: ______________ Oral: ____________

Date

Date

SIGNATURES OF QUALIFYING EXAM COMMITTEE

Exam Committee Chair, Signature ____________________________

Print Name ___________________________________________________

Date

Exam Committee, Signature ____________________________

Print Name _________________________________________________

Date

Exam Committee, Signature ____________________________

Print Name _________________________________________________

Date

Exam Committee, Signature ____________________________

Print Name _________________________________________________

Date

SUPERVISING PROFESSOR

Supervising Professor, Signature ____________________________

Print Name _________________________________________________

Date

DEPARTMENT

Department Ph.D. Advisor, Signature ____________________________

Print Name _________________________________________________

Date

Chair, Doctoral Program Committee, Signature ____________________________

Print Name _________________________________________________

Date

Department Chair, Signature ____________________________

Print Name _________________________________________________

Date

COLLEGE

Associate Dean of the College, Signature ____________________________

Print Name _________________________________________________

Date

THE GRADUATE SCHOOL

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

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

APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE
Please Choose One: □ New appointment of committee □ Change of committee member(s)

STUDENT INFORMATION

__________________________  __________________________
Name  myUTSA ID

__________________________  __________________________
Department  College

Proposed Dissertation Committee:

Chair, Signature

__________________________  __________________________
Print Name  Department

Member, Signature

__________________________  __________________________
Print Name  Department

Member, Signature

__________________________  __________________________
Print Name  Department

Member, Signature

__________________________  __________________________
Print Name  Department

Outside Member, Signature

__________________________  __________________________
Print Name  Department

Supervising Professor, Signature

__________________________  __________________________
Print Name  Department

DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

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

__________________________  __________________________  __________________________
Department Ph.D. Advisor, Signature  Print Name  Date

__________________________  __________________________  __________________________
Chair, Doctoral Program Committee, Signature  Print Name  Date

__________________________  __________________________  __________________________
Department Chair, Signature  Print Name  Date

__________________________  __________________________  __________________________
Associate Dean of the College, Signature  Print Name  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
APPENDIX I
**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>myUTSA ID</th>
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<tr>
<th>Title of Dissertation Proposal</th>
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**DISSERTATION COMMITTEE MEMBERS**

<table>
<thead>
<tr>
<th>Chair, Signature</th>
<th>Print Name</th>
<th>Department</th>
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<tr>
<th>Outside Member, Signature</th>
<th>Print Name</th>
<th>Department</th>
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**DOCTORAL PROGRAM COMMITTEE ACTION**

Doctoral Program Committee Review Date: __________________________

<table>
<thead>
<tr>
<th>Doctoral Program Committee Chair, Signature</th>
<th>Print Name</th>
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<th>Department Chair, Signature</th>
<th>Print Name</th>
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<tr>
<th>Associate Dean of the College, Signature</th>
<th>Print Name</th>
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</table>

**THE GRADUATE SCHOOL**

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

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

Date

Attachments:

1) Dissertation Proposal
APPENDIX J
APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE

STUDENT INFORMATION

Name
Anticipated Graduation Date
Degree Sought

Title of Dissertation (Subject to Change)

Signature

myUTSA ID
Program of Study

Date

☐ Level of English proficiency is satisfactory
☐ Scholarship to date is satisfactory

☐ Program of Study is satisfactory
☐ Qualifying exam administered

Supervising Professor for Dissertation, Signature
Print Name
Date

Dissertation Committee Member, Signature
Print Name
Date

Dissertation Committee Member, Signature
Print Name
Date

Dissertation Committee Member, Signature
Print Name
Date

Dissertation Committee Member, Signature
Print Name
Date

Outside Examiner, Signature
Print Name
Date

Supervising Professor, Signature
Print Name
Date

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

Chair, Doctoral Program Committee, Signature
Print Name
Date

Department Chair, Signature
Print Name
Date

Associate Dean of the College, Signature
Print Name
Date

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
APPENDIX K
CERTIFICATION OF COMPLETION OF DISSERTATION REQUIREMENTS
FOR DOCTORAL DEGREE

TO: Registrar

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

STUDENT INFORMATION

Name

myUTSA ID

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

Semester hours of credit to be awarded for dissertation:

Grade to be awarded for dissertation credit:

Date dissertation approved by committee:

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

DISSERTATION COMMITTEE MEMBERS

Chair, Signature

Print Name

Date

Member, Signature

Print Name

Date

Member, Signature

Print Name

Date

Member, Signature

Print Name

Date

Outside Member, Signature

Print Name

Date

DEPARTMENT

Department Chair, Signature

Print Name

Date

COLLEGE

Associate Dean of the College, Signature

Print Name

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 L
TABLE OF CONTENTS

I. COLFA General Policies and Procedures (attachment)

II. Graduate Admissions (basic info)

III. Guide to Graduate Admissions (attachments)

IV. Classification and Requirements

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

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

VII. Program of Study (form attached)

VIII. Withdraw (form attached)

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

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

XI. Release of Degree Information (form attached)

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

II. Graduate Admissions (basic info)

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

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

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

III. Classification and Requirements

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

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

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

A. Admissions

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

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

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

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

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

5. Student must complete satisfactorily the comprehensive examination.

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

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

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

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

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

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

B. Conditions

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

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

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

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

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

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

D. Change of Major, Degree, or Classification

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

E. Grades

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

A. Removal of Admission Conditions

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

B. Petition for Waiver of University Wide-Requirements

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

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

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

C. Program Course Substitution (form)

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

D. Transfer of Credit

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

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

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

F. Independent Study

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

VI. Program of Study (POS)

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

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

VII. Withdrawal

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

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

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

A. Comprehensive Examination Approval

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

B. Completion of the Exam

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

IX. Thesis

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

A. Request/Approval Form

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

X. Release of Degree Information (student form)

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

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

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

B. Letter of Degree Awarded – (Work Completed)

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

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

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

General Policies and Procedures
for Graduate Students

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

Programs

- Master of Arts in Anthropology
- Master of Arts in Art History
- Master of Fine Arts in Studio Art
- Master of Arts in English
- Master of Arts in History
- Master of Music
- Master of Arts Philosophy & Classics
- Master of Arts in Political Science
- Master of Science in Psychology
- Master of Science in Sociology
- Master of Arts in Spanish
- Master of Arts in Communication

Academic Standing (Graduate Catalog, p. 17)

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

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

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

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

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

All graduate programs require a comprehensive examination, although the nature of the comprehensive and its method of administration vary from program to program. The following College of Liberal and Fine Arts policies apply to all graduate programs.
1. A student must be registered during the semester in which the comprehensive examination will be taken. For students who have completed all other course work for the degree, an enrollment in the appropriate department course 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 Projects or Thesis must be enrolled during any semester in which they will require the assistance of a faculty project or thesis advisor, use University computing facilities, use the resources of the University library or use any other University facilities, including shops, studios or practice rooms.

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

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

**Master's Degree Plan**

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

**Grades (Graduate Catalog, pp. 15-16)**

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

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

It is the policy of the College of Liberal and Fine Arts that a final grade of IN (incomplete) is a voluntary agreement between a student and a course instructor that must be initiated by the student seeking the 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.
Time Limitations for Completion of Master's Degrees

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

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

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

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

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

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

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

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

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

Scholastic Dishonesty (Graduate Catalog, p. 18)

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

Withdrawals (Graduate Catalog, pp. 12-13)

Students may withdraw from individual courses through the ninth week of classes during Fall or Spring 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.
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5.15 Administration of Scholarships

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

II. Award Procedures
A. Adequacy of Funds
The availability of each scholarship must be advertised through the Scholarship Office and/or through the appropriate area(s) for which the scholarship is designated. Prior to advertising any scholarships, the awarding unit is responsible for checking account balances to verify the availability of funds. The awarding unit should maintain the account and is responsible for the account balance. 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 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 (VPDS) for scholarships and the Vice President for Research and Graduate Studies (VPGRS) for fellowships.

The Texas Higher Education Coordinating Board, § 21.26(d)(4) state criteria for scholarships to be competitive as follows:

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 citizen of another 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(d)(4) state criteria for scholarships to be competitive as follows:

(A) Nonresidents (including citizens and permanent residents of the United States 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.

A. Submit a memorandum through the respective dean of the college to the VPSA for scholarships or the VPRGS for fellowships for his or her approval.

1. The memorandum will state the name of the scholarship, the criteria to be used in awarding the scholarship, and a list of committee members officially authorized to award scholarships. If a private donor established the scholarship, then the criteria listed in the agreement will also be listed in the memorandum.

2. Once approved, the scholarship must be advertised and available to the public in advance of any application deadline.

3. After the respective committee has selected recipients for awards, colleges/departments will submit to the Scholarship Office the following:

   a. List containing the name of the scholarship, account number, recipient names, 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.

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

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

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

Editorial Amendment: January 14, 2013

http://utsa.edu/hop/chapter5/5-15.html

8/15/2014
APPENDIX O
Preparation Guidelines for the
Master’s Thesis/Recital Document
and Doctoral Dissertation

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 Plaza Norte 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 HAVE CHANGED. PLEASE FOLLOW THE CURRENT GUIDELINES AND TEMPLATE. DO NOT USE A FORMER STUDENT’S THESIS OR DISSERTATION AS A GUIDE FOR FORMATTING.
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This guide is designed to help students present the results of their graduate studies and research for completion of either the Master's Thesis/Recital Document or Doctoral Dissertation. The manuscript is intended to demonstrate the student's ability to conduct, document, and communicate the results of independent research. While the content is left to the discretion of the student and their Supervising Committee, formatting standards are established by The Graduate School.

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. 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.

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 should be single-spaced and italicized.

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

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

**Writing Styles**

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

2. **Copyright Page (optional)**: Copyright protection automatically subsists from the time the work is created in fixed form and immediately becomes the property of the author who created it. Registration with the U.S. Copyright Office is not required to secure copyright. It is a legal formality to place on the public record the basic factors of a particular copyright. The notice of copyright appears as the sole item on the page immediately following the signature page. The student’s name must appear as it is on file in the Registrar’s Office. If you choose not to purchase the copyright, please delete the copyright page from your final document. No page number.

3. **Dedication Page (optional)**: The dedication should be single spaced, italicized, and in a 12 pt. font. The dedication should not exceed 7-10 lines. No page number.

4. **Title Page**: 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.

5. **Acknowledgments**: 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.

6. **Abstract**: 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.

7. **Table of Contents**: The table of contents should accurately reflect the outline and the organization of the manuscript. It should include the abstract, acknowledgements, list of
tables, list of figures, chapters of the text, appendices (if present in document), references, and vita. This page will have a lower case roman numeral page number.

8. 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.

9. 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.

10. Manuscript Text: 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.

11. End Notes (if present): If you choose to include End Notes in your document, they will appear after the last page of your text. Continue numbering with Arabic numerals.

12. Appendices (if present): 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.

13. References: 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.

14. Vita: 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.

Page Numbers:

1. Signature page - No page number, not counted.

2. Copyright (optional) – No page number, but page is counted.

3. Dedication (optional) - No page number, but page is counted.
4. Title page - No page number, but page is counted.

5. 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.

6. Abstract – Continue lower case Roman numerals, bottom center.

7. Table of contents - Continue lower case Roman numerals, bottom center.

8. List of Tables and List of Figures - Continue lower case Roman numerals, bottom center.

9. 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.

10. Endnotes (if present) – Continue Arabic numerals, bottom center.

11. Appendices (if present) – Continue Arabic numerals, bottom center.


13. 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 text should be black.

- 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”
- Top margin: 1.25”
- Right margin: 0.75”
- 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 against the left margin. Figure captions and table headings should be placed in the same horizontal direction as the figure or table. Page numbers in Microsoft Word must be moved by hand to appear in the correct portrait-style position. 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

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.

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 should be submitted as printed copies.
   - Print on regular copy paper
   - Print single-sided

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

ProQuest

Students are required to submit one electronic copy of their dissertation to the ProQuest website. The ProQuest submission must be completed by 5:00 p.m. on the final deadline. More information on the required ProQuest submission can be found here: http://graduateschool.utsa.edu/current-students/proquest/

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/

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

Contact Information

If you have any questions regarding the bound copy, dissertation, thesis, 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/  