



**THE UNIVERSITY OF TEXAS AT DALLAS**

**Office of Graduate Education**  
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## **Memo**

To: The University of Texas at Dallas Doctoral Students

CC: Associate Deans for Graduate Education

From: Juan E. González, Vice Provost for Global Engagement and Dean of Graduate Education

Date: June 7, 2022

Re: Process for Scheduling and Completing Doctoral Defenses

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Defending and obtaining your doctoral degree is the highlight of your journey as a graduate student at The University of Texas at Dallas. Procedures for scheduling your defense and completing the dissertation submission are described in [UTD Policy 1052](#). The final stages of your studies can be stressful, and we want to ensure the process is completed as smoothly as possible, while still complying with our policies.

Please see below the steps necessary for scheduling and completing doctoral defenses.

1. First, the defending doctoral student must *Apply to Graduate* through [Galaxy](#) by first consulting with their department and being made eligible for graduation. Students can apply to graduate in a semester as soon as registration is open for that semester. Please follow the published [deadlines](#) to avoid late fees and delays in your graduating semester.
2. Applying to graduate will initiate the **Examining Committee Chair Process** by sending the student's name to the school's Associate Dean. The Associate Dean of the respective school will assign an Examining Committee Chair (ECC).

The ECC is a non-voting representative appointed by the Dean of Graduate Education to ensure that university policies and procedures are followed during the final oral examination. The ECC is **not** the same as the Dissertation Committee Chair (your Ph.D. advisor).

3. Once the ECC is identified by the respective Associate Dean, a notification e-mail is sent from OGE to you and the ECC. This ECC assignment will remain in effect until you

- graduate. If the defense is delayed, the previously assigned ECC **will still** be part of your final committee.
4. You must communicate and coordinate with their **entire** committee, including the ECC, to set a date and time for the defense and complete and collect **all** signatures for the [Request for Final Oral Examination form](#). Consult the [deadlines](#) page for scheduling a defense, holding a defense, and submitting a final document for the desired graduation semester. Refer to the [checklist](#) to make sure you have filled out all required forms. The Request for Final Oral Examination form must be submitted online to <https://utd-etd.tdl.org/> and must be accompanied by a PDF of the dissertation and a copy of the UTD Copyright Tutorial Certificate of Completion at least **two weeks** prior to the date of examination. See [Submission Guide](#) for more details.
  5. OGE will review the submissions and form for completeness and send the defense announcement to the schools for public distribution.
  6. OGE will conduct an initial format review and send back formatting feedback before the defense date.
  7. Once you have finished the defense and received feedback, you will work with your committee to incorporate any changes needed and submit the final version and any pending administrative files to OGE for final review and approval by the [deadline](#).
  8. You will graduate once you have met all the requirements for your degree.

Please note that faculty members have several commitments, and not following the above process in a timely manner may unnecessarily delay your graduation.

Every semester our office offers workshops that provide more details about the process. I encourage you to attend those workshops at least a year before your planned defense. We are also always available to help you individually with any questions or concerns. Please send us an e-mail at [gradededucation@utdallas.edu](mailto:gradededucation@utdallas.edu) or visit our office in FA 3.104.