Your Final Semester

GRADUATION AND FINISHING YOUR DISSERTATION

Department of History
University of Texas at El Paso
September 2, 2016
MAIN POINTS

- Look ahead and get organized
- Double check your standing in the University
- Graduate School deadlines and requirements
- History Department deadlines and requirements
LOOK AHEAD AND GET ORGANIZED

- Familiarize yourself with procedures
- Write deadlines into a calendar, alongside your dissertation timeline
- Communicate with the Chair of your dissertation and your dissertation committee
- Schedule your defense date and work backwards
- Expect the unexpected
YOUR STANDING IN THE UNIVERSITY

- Degree Plan and Program of Study
- Proper Grade Mode / Disputed Grades?
- Incompletes?
- Fines, Fees, Holds?
- Enough hours?
- Required courses?
THE GRADUATE SCHOOL

- Deadlines and Timelines
- Paperwork and fees
  - Application for Graduate Degree
  - Final Degree Plan
  - Completion/Defense Form
  - Signature page
- Formatting
- Biographical Sketch/Resume’/CV
- Survey of Earned Graduates
- Committee Status
**GRADUATE SCHOOL**

**Doctoral Graduation Deadlines for fees, filing, defense, submitting dissertation, etc.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2016</td>
<td>On-Time Graduation Application: $35.00 Diploma Fee, $65.00 Dissertation Online Traditional Publication Fee</td>
</tr>
<tr>
<td></td>
<td>Doctoral students must also complete a bio-sketch. Click here to obtain an example of the required bio-sketch: <a href="http://graduate.utep.edu/forms/Bio_Sample.pdf">http://graduate.utep.edu/forms/Bio_Sample.pdf</a></td>
</tr>
<tr>
<td></td>
<td>PHD students must also submit the Survey of Earned Doctorates: <a href="http://sed.ncpr.org/showRegister.do">http://sed.ncpr.org/showRegister.do</a></td>
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<tr>
<td></td>
<td>(EDD, DPT or DNP are not required to complete the SED survey.)</td>
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<tr>
<td>October 3, 2016</td>
<td>Late Graduation Application: $50.00 Fee ($15 late fee assessed)</td>
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<tr>
<td>November 11, 2016</td>
<td>Transfer's Deadline: Last day to apply for fall graduation and have your name included in the commencement program.</td>
</tr>
<tr>
<td>November 18, 2016</td>
<td>Defense Deadline: Deadline to defend the dissertation and submit the Defense Form to the Graduate School. (Defend by this date to participate in commencement.)</td>
</tr>
<tr>
<td>December 2, 2016</td>
<td>Submission Deadline: Deadline to submit the Committee and Graduate School approved dissertation and signature page. (Submit the dissertation by this date to participate in commencement.)</td>
</tr>
<tr>
<td>December 10, 2016</td>
<td>Commencement: Spring Commencement 2016 Commencement 9:00 a.m. — College of Liberal Arts 2:00 p.m. — College of Business Administration, Education &amp; Nursing 7:00 p.m. — College of Engineering, Science, Health Sciences</td>
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Go to [http://www.utep.edu/graduation](http://www.utep.edu/graduation) for information on Graduation.
### Final Degree Plan

You are required to submit this form to Graduate School when you apply for graduation. To accommodate for more courses, you may submit more than one form.

**Name:**

**UDEF Student ID:**

**Current Date:**

**Graduation Term:**

**Type of Degree Plan:**

**Major & Degree:**

**Title of Thesis, dissertation, etc.:**

**Scheduled Defense Date:**

**COMMITTEE NAME**

**COMMITTEE NAME**

- **Chair:**
- **Vice Chair:**
- **Member 1:**
- **Member 2:**

Only include Courses that Apply Towards Degree Requirements. Transfer credit must be approved by the Graduate School before including it in this form.

### Application for Degree

**GRADUATE SCHOOL**

**Graduation Application**

**GRADUATE SCHOOL**

**Graduation Application**

- **First Name:**
- **Middle Name:**
- **Last Name:**
- **UTED I.D.:**

- **Department:**
- **Degree Program:**
- **GPA:**

**Address:**

- **Number & Street:**
- **PO Box:**
- **City:**
- **State:**
- **ZIP Code:**
- **Country:**
- **Email:**
- **Telephone:**
- **Change my mailing address in Golden Triangle to:**

- **Expected Graduation Date:**
  - **Fall 20__ (December ceremony)**
  - **Spring 20__ (May ceremony)**
  - **Summer 20__ (July ceremony)**

- **I will not attend commencement:**
  - **Fall 20__**
  - **Spring 20__**
  - **Summer 20__**

- **Section in charge of for your Graduate Program Advisor or Program Director:**

- **Degree Code:**
- **Major Code:**
- **Concentration Code:**

- **Fill out the following if applicable:**

- **Title of Thesis/Dissertation/Project:**
- **Qualification:**
- **Scheduled Defense Date:**

**Committee Information**

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>Co-Chair:</td>
<td>Member:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Member:</td>
</tr>
</tbody>
</table>
UNIVERSITY CEREMONIES

- Deadlines and fees
- COLART ceremonies in Magoffin Auditorium
  - Wear nice clothes (not regalia)
  - Dissertation Chair and comments
  - COLART Dean’s Office
- UTEP Ceremonies at Don Haskins
  - Wear Regalia, Hooding, Practice walking and hooding
- President Natalicio’s ceremony for PhD students
Communication
- Contact them semester before about finishing

Does your Committee know it is your Committee?

External Committee members
- Paperwork expires after 3 years

Multiple back ups on different drives and servers

Prepare for the unexpected
THE HISTORY DEPARTMENT

- Schedule the Defense and Work Backwards
- Create a schedule and stick to it
- Make room for Revisions
- Chapter by chapter to dissertation chair
- Send to the Committee the intro and at least one chapter several months in advance
- Full draft to chair, at least one week to read/return
- You may need more than two weeks to revise
- Have a “cushion”
THE HISTORY DEPARTMENT

- The Dissertation
  - Graduate School Template
  - TOC & Front Matter
  - Introduction
  - Chapters
  - Images, tables, charts, etc.
  - Citations
  - References
DISSERTATION DEFENSE

- Complicated schedules
- Graduate School deadline: November 18
  - And you must submit Defense Form
- Talk with Clara to schedule room
- Technology?
- Defendable draft 3 weeks in advance to committee
- Communicate about expectations
- Paperwork and signatures
  - Signature Page
AFTER THE DEFENSE

- Committee will give you revisions
- Re-submit to Graduate School for formatting
- Fix any problems
- December 2
  - Submit final copy in CD
  - Submit paperwork and signatures
- Upload to UMI Dissertations
- Fill out exit questionnaire
MISCELLANEOUS THINGS

- Attend dissertation defenses
- Attend Graduate School Workshops
- Keep organized
- Check email regularly
- Double-check with Olympia Caudillo
- Prepare for the unexpected
- No graduation/commencement without submission of dissertation.
Reminders: Check List

Graduate School/UTEP
- Degree Plan
- File for Graduation
- Pay for graduation/regalia
- Application for Graduation form
- Format dissertation
- Dissertation Defense Form
- Signature Page
- Reformat
- Submit dissertation
- Biographical sketch

History Department
- Program of Study
- COLART Ceremony (Magoffin)
- Confirm Committee Members
- Schedule Defense Date/Room
- Non-UTEP Members?
- Intro / 1-2 chapters
- Defendable Draft 3 weeks before Defense
- Signature Page