GRADUATE STUDENT HANDBOOK

DOCTORATE OF PHILOSOPHY IN BIOENGINEERING

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
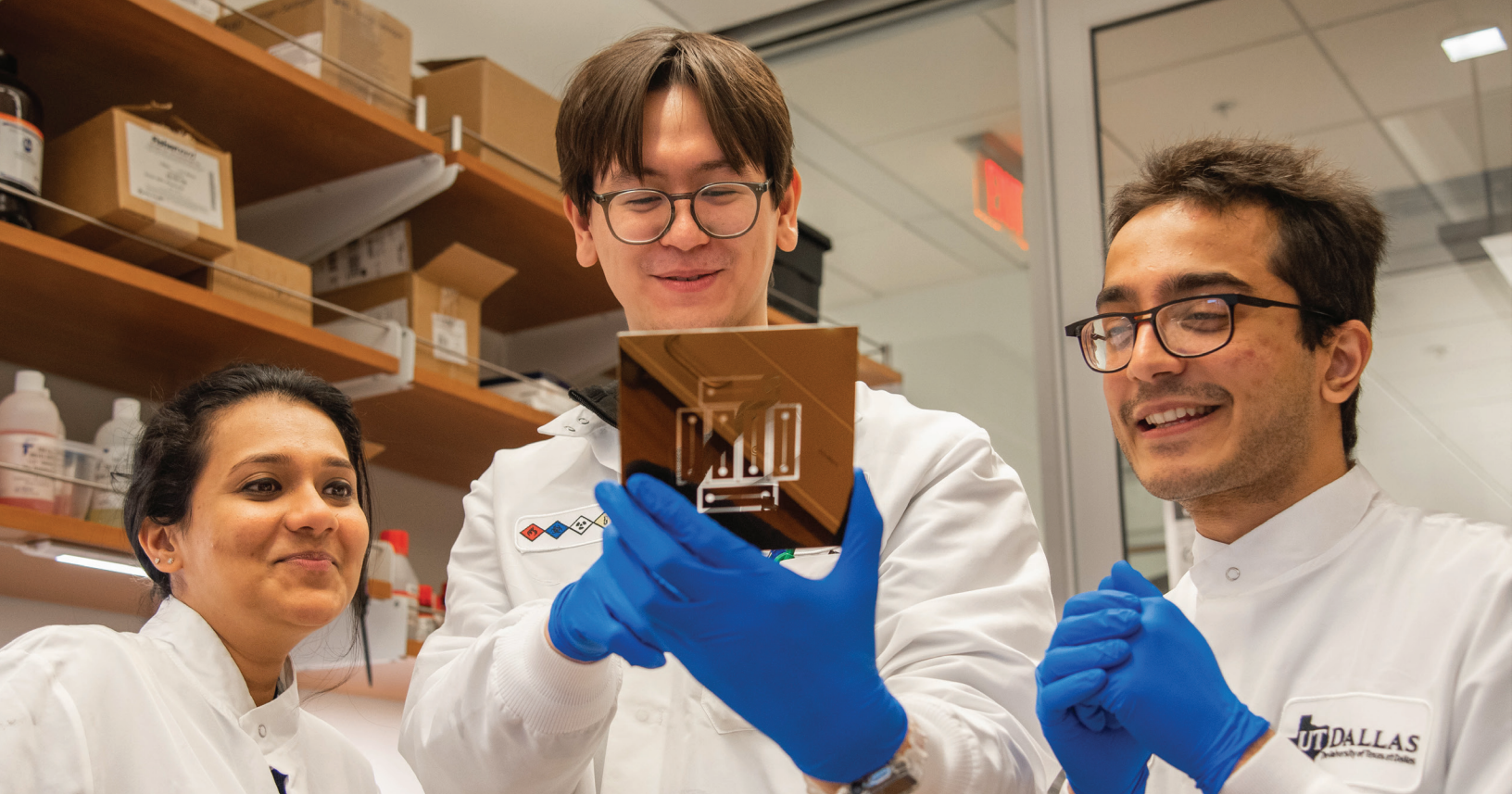
Revised June 2023

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Introduction

The faculty, staff and students in the Biomedical Engineering program would like to welcome you to the doctoral program in Bioengineering. The Department of Bioengineering offers a joint graduate program with UT Southwestern Medical Center. The relationship between The University of Texas at Dallas and UT Southwestern provides students with unique opportunities to collaborate on research in basic science through clinical translations, as well as opportunities to be involved in the creation of new high-tech companies. The program emphasizes an interdisciplinary approach, combining expertise in electrical, mechanical and materials engineering, coupled with the life sciences.

This handbook is designed to provide information on policies and procedures in the PhD program. This handbook, the Graduate Catalog and the Bioengineering department website will serve as sources of information for you as you progress through our program. This is not an official document or supplement to the university catalog or other official publications. For official university policy regarding graduate education, please see the UTD Graduate Catalog.

INTRODUCTION

This handbook is subject to change in accordance with university and program amendments. Students are responsible for remaining updated and in compliance with policies throughout their attendance in the program and prior to graduation applications being processed.

The policies set forth in this handbook default to new university policies that may be amended without notice. When changes occur, we will do our best to notify you in a timely manner. Check your UTD e-mail regularly. If there are questions not answered in this handbook or if you are unsure about policies and procedures, please contact the Bioengineering graduate program administrator, and/or degree plan evaluator.
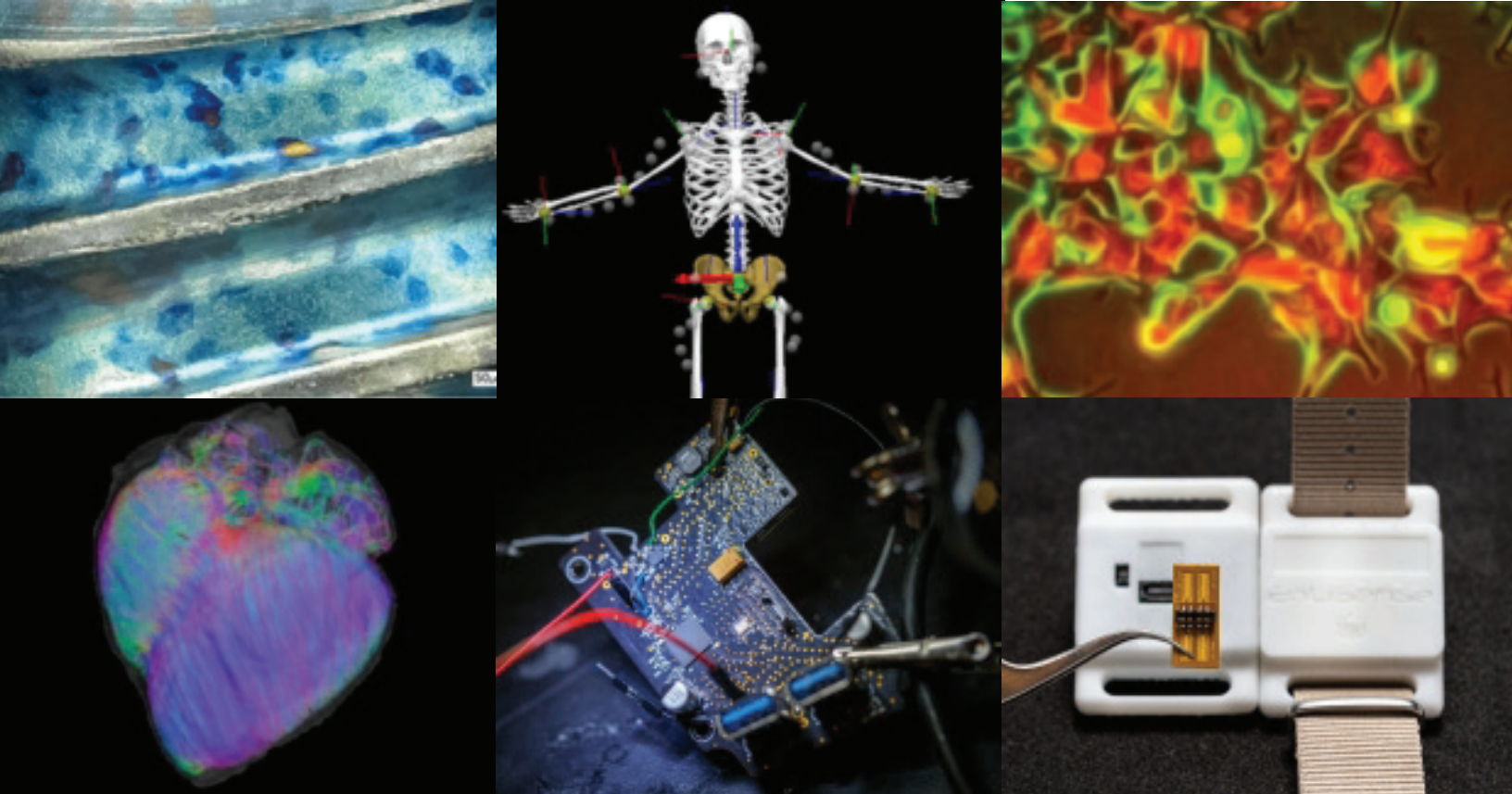
Research

Biomedical engineering is a broad field and includes virtually any application of engineering to medicine, biology or health care. The university of Texas at Dallas has chosen to focus its biomedical research in the following areas:

Bioimaging: Research in this area focuses on development of methods that non-invasively visualize biological processes in real time. The novel methods and techniques aim to interfere as little as possible with life processes and are used to gain information on the 3-D structure without physical interference. Research in this area is highly collaborative with ties to UT Southwestern.

Biomaterials: Research in this area covers the interdisciplinary fields of biomaterials research, including novel biomaterials, cutting-edge technologies of biomaterials synthesis and fabrication, and biomedical applications in clinics and industry.

Biomechanics: Research in this area uses the principles of mechanics to explore biological problems. Research includes cellular and dental biomechanics, cardiovascular and respiratory biomechanics, functional tissue engineering, orthopedic and rehabilitation biomechanics, prosthetics and orthotics.

RESEARCH

Biosensors and Bioelectronics: Research in this area focuses on designing novel micro- and nanoscale devices and multi-scale systems for detection and quantification of molecules and processes that impact human health. Bioelectronics seeks to exploit biology in conjunction with electronics towards enhancing human wellbeing.

Neural Engineering: An interdisciplinary research area that integrates neuroscience and engineering methods to analyze neurological function, as well as to design solutions to problems associated with neurological limitations and dysfunction. The focus of research in this area is to solve neuroscience-related problems and to provide rehabilitative solutions for nervous system condition.

Systems Biology: Research in this area focuses on the study of systems of biological components, which may be molecules, cells, organisms, or entire species. Systems problems are emerging as central to all areas of biology and medicine.

Program Administration

The administration of the graduate program is divided among committees and individuals each having specific responsibilities. Their roles and responsibilities are described below. Two of the most important individuals with whom you will interact are your research advisor and the graduate degree plan advisor. Their roles are described in the Advising section.

Research Faculty

The faculty who participate in teaching and research supervision within a particular area constitute that program's Research Faculty. The Research Faculty are responsible for the program's curriculum and requirements, advising and mentoring, and evaluation of student performance and progress. Most faculty participate in more than one area of research.

Graduate Committee

The role of the Graduate Education Committee is to serve the needs of the graduate students and faculty in the department. It plays a role in developing, implementing, and monitoring policies and procedures including admissions, catalog changes, and program requirements. Committee membership changes periodically.

PROGRAM ADMINISTRATION

Advising

Research Advisor (PI): The research advisor provides mentoring in research, guidance in course selections, career guidance, and assists in the preparation of the degree plan and Milestones Agreement Form. The research advisor supervises and must approve the student's completion of the qualifying exam and other documents, such as proposals and papers leading up to degree completion. All BMEN PhD students must have a research advisor and confirmed financial support upon entering the program. In the event that a student must change research advisors, the student will be given no more than one semester to locate a new research advisor or face dismissal from the program.

Graduate Degree Plan Evaluator/Grad Advisor: The bioengineering DPE may be consulted on any matter pertaining to doctoral study. Issues related to degree requirements, class enrollment, program policies, and other graduate student academic issues should be addressed to the DPE, Mr. Andrew Rhodes. You are required to meet with your DPE before you are allowed to enroll in classes online, to discuss all degree plan requirements and any further holds that may be on your account.

Andrew Rhodes

Email: Andrew.Rhodes@utdallas.edu
Office: BSB 11.102F
Office Phone: 972-883-4486

Getting Started in the Program

Orientation for New Students

All F-1 and J-1 visa holders must attend an International Student Orientation session. There will be multiple sessions offered leading up to the start of each semester. Students should register for their orientation session as early as possible. This orientation is required before students can register for classes.

A graduate student orientation is available for all students; this is recommended, but not required.

Department Orientation

All new students are required to attend the Bioengineering New Graduate Student Orientation prior to the start of the semester. Official announcements and invitations to this orientation will be sent by email from the Bioengineering Department. At this orientation, students will meet the department head, associate department head, staff and BMEN GSA officers.

Obtaining Comet Card and NSERL Badge

Once the required orientation session(s) have been completed, and students have registered for courses with the BMEN graduate advisor/DPE, students will be required to obtain a Comet Card, the official identification card for all UTD students, faculty and staff. This card allows the use of campus facilities and services.

Comet Cards are issued in the Comet Card Office, located on the second floor of the Student Services Addition (SSA 12.324).

NSERL (Natural Science and Engineering Research Laboratory) and BSB (Bioengineering and Sciences Building) are secure research facilities that require card access to enter various corridors and labs. Any new personnel must go through certain steps to obtain access.

All BSB and NSERL lab personnel will need to complete BioRaft training in order to gain access to the building. If you are a lab personnel requesting access, you must contact the lab owner (PI) to add you to their lab in BioRaft. Once you completed your designated training, you will be granted access to that lab space.

Building badges are for identification purposes to alert the security guard that you are permitted to enter the research facilities. While in the building, badges must be worn at all times by associated faculty, staff, and lab personnel. Anyone without a building badge will need to sign in as a visitor at the front desk and be escorted to their destination by their host or a representative. These access procedures do not apply to other department-controlled areas, such as Cleanroom, Vivarium and department office suites.

Registration and Enrollment

Students pursuing a full-time program of graduate study should register for a minimum of nine credit hours each long semester and six credit hours each summer semester (registration in summer semesters is not always required).

All PhD students are required to meet with their PI to discuss course selection and may register through the graduate advisor/DPE, in person, or, by emailing a complete registration request from their UTD email account. Email requests must contain the following
information: course number and section, course title, 5-digit class number, semester of request, the number of hours for any variable hour course, and research advisor approval via cc. Email registration requests are only accepted if the above information is included and if the request is sent from their UTD email account.

Self-enrollment is possible for classes without department or instructor consent. Should a class have a department consent error while trying to enroll, please email the graduate advisor/DPE and they will be able to enroll you. If the error returns as instructor consent required, please email the instructor requesting permission to take the class; forward the instructor's email to the grad advisor/DPE who will then be able to enroll you.

REGISTRATION

Occasionally, there are "holds" placed on student accounts. Holds most commonly result from missing documents, unpaid fees, or financial aid issues. All holds must be resolved before the student can register. It is important that students review their account regularly and take care of any holds as quickly as possible.

A comprehensive list of all graduate courses being offered across the school is available on coursebook.

Registration Change Procedure (Add/Drop)

Courses may be dropped online through the last day to withdraw, as designated by the Registrar on the Academic Calendar. Courses may be dropped without entry to the academic record until the date designated as such, normally within the first three weeks of the semester; after this date, the course will be graded W or F, at the discretion of the instructor.

Full-time students: The drop deadline occurs after the last day to add a course to a schedule. If a student is required to maintain full-time status, the student should obtain approval from the department prior to dropping a course or making any changes to their schedule.

Academic Standing

Registration in the graduate program beyond the first semester is contingent on the student being in good academic standing based on three main factors:

- Satisfactory progress in meeting admission conditions that were imposed at the time of admission.
- Maintenance of a 3.0 cumulative grade point average.
- Satisfactory progress in meeting program requirements.

If, at the end of a semester, a student's cumulative grade point average is below 3.0, the student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the cumulative grade point average to at least 3.0 exclusive of incomplete (I) grades. Failure to achieve this 3.0 cumulative grade point average will result in immediate dismissal from the University.

While on academic probation, students will not be permitted to register in courses until the current semester grades have posted and the student has received permission from their research advisor. The student will also need to meet with the graduate advisor/DPE at the end of each semester they are on probation, prior to registration, until the student has successfully raised their GPA to a 3.0 or better.

Graduate Grading and Grade Point Average

The following grading scale is used in all Graduate coursework at the University:

Grade	GPA Per SCH
A+	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
F	0.000
I	Incomplete – Does Not Produce GPA
P	Pass – Does Not Produce GPA
W	Withdrawn – Does Not Produce GPA

Requirements and Milestone Completions

The University's general degree requirements are discussed on the [Graduate Policies and Procedures](#) page.

Each program for doctoral study is individually tailored to the student's background and research objectives by the student's dissertation committee.

The PhD degree requires a minimum of 75 semester credit hours beyond the baccalaureate degree. Required courses for the PhD program include:

- [BMEN 7188](#) Advanced Seminars in Biomedical Engineering, to be taken twice
- [BMEN 8188](#) Advanced Seminars in Biomedical Engineering III
- [BMEN 7340](#) Experimental Methods and Statistical Analysis
- [BMEN 7387](#) Independent Scientific Research in Biomedical Engineering
- [BMEN 7088](#) Departmental Seminar in Biomedical Engineering

The dissertation committee or supervising professor can require additional courses. All students entering the PhD program with a master's degree must complete a minimum of 9 semester credit hours, as shown in the list above. Students admitted to the PhD program without a master's degree must complete a minimum of 33 semester credit hours, with 9 hours being from the list above.

Qualifying Exam

A student must be registered for at least three semester credit hours during the semester in which the Qualifying Examination is taken. The PhD Qualifying Exam (QE) exam will be designed and administered by the Department Graduate Exam Committee. Members of this committee and the Committee Chair will be appointed by the Graduate Program Head. The QE is an oral examination designed to probe the candidate's critical thinking skills. This exam should test the candidate´s knowledge in terms of breadth and depth in the general area of biomedical engineering.

BMEN faculty with 51% or greater appointment will have voting rights. In the event that a student fails the exam, an opportunity to attempt the exam a second time will be offered in the following semester. Students are to submit the Application for the Doctoral Qualifying Examination form within the first three weeks of their first semester and be enrolled and take the QE their second semester. Students who neglect this rule will be forfeiting their first attempt to pass the QE. If a student declines to take the QE at the first opportunity, it will be counted as an attempt. Failing to pass the qualifying exam on the second attempt will result in immediate removal from PhD program or placement into terminal-MS status. Under no circumstances will a third examination be allowed.

Dissertation Committee Formation

Students are required to form a Dissertation Committee by the end of the semester following the one in which they have passed the qualifying exam. The Dissertation Committee oversees and assists the student in developing the dissertation proposal, conducting dissertation research, reviewing and evaluating the written dissertation and oral defense. The Dissertation Committee evaluates the dissertation proposal, final oral exam and dissertation.

To form a Dissertation Committee, the student must submit the Committee Appointment form signed by the proposed members of the committee to the graduate advisor/DPE. Additionally, a 2-page prospectus including a tentative dissertation title and references must accompany the Committee Appointment form. The Dissertation Committee must be approved by the Graduate Program Head of Bioengineering and the Dean of Graduate Studies. Subsequent changes in membership must also be subject to approval by the appropriate committee, the Graduate Program Head for the Department of Bioengineering, and the Dean of Graduate Studies. Students select 4 faculty members for their committees (with the majority of members being from The University of Texas at Dallas).

Additional faculty from inside or outside of the University of Texas at Dallas may be selected, but the student should be aware of the difficulties this sometimes presents in scheduling meetings and obtaining signatures, especially when off-campus faculty are selected. It is extremely important that the student selects committee members who have the greatest expertise in the area of the dissertation. This will not only strengthen the dissertation, but help ensure that the student gets the best possible advice and avoids costly methodological mistakes.

The Dissertation Committee will meet with the candidate soon after the Dean of Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and committee. The Dissertation Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the graduate advisor/DPE, and to the Dean of Graduate Studies. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student. The student can request a meeting of the Dissertation Committee through a written request to the appropriate committee or administrator for that program.

At the first meeting of the Dissertation Committee, the student will submit to the committee members, if applicable, the Acknowledgment of Previously Collected Data form and a written record signed by the student and Supervising Professor stating whether data intended for inclusion in the dissertation has already been collected, either by the student or others (as in the case of a study using archival data.) If data beyond pilot data has been collected, the student will specify to the Dissertation Committee the source of the data to be used for the dissertation research, the student's involvement with the projects from which the data are to be drawn, and why the use of the data is appropriate for the dissertation research project. This information and plan for the dissertation research must be approved by the Dissertation Committee. The student should submit the signed Acknowledgment of Previously Collected Data form and the written record to the BMEN PhD Program Advising Office.

Dissertation Proposal

A student must be registered for at least three semester credit hours during the semester in which the dissertation proposal is submitted for approval. Writing a good dissertation proposal is an important part of being a successful researcher. This exam is viewed as an important milestone that helps students develop this skill. The student is to write a dissertation proposal that is submitted to the Dissertation Committee at least three weeks prior to the proposal defense. The dissertation proposal allows the Dissertation Committee a formal opportunity to evaluate the research progress and goals of the student. Thus, the three main purposes of the dissertation proposal are to *1) develop proposal writing skills, 2) demonstrate a mastery of the literature relevant to the student's research area, and 3) to obtain feedback on the research plan.*

The dissertation proposal should be prepared by the student in consultation with the student's Dissertation Committee. The proposal should include:

- A tentative title of the dissertation describing the topic as accurately and briefly as possible.

- The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed.

- It should also address the relationship of the proposed work to existing work in the field, at The University of Texas at Dallas Dallas or elsewhere, its intended outcome, and its contribution to the field.

- A schedule of the remaining research activities, including major completion milestones.The proposal paper should be a minimum of 6 pages, and is often in the style of an NIH/NSF grant proposal.

Dissertation and Final Oral Examination

All PhD students are required to complete a major research project culminating in a written dissertation demonstrating an original contribution to scientific knowledge and engineering practice. We recommend the student have a minimum of 2 peer-reviewed, first author archival journal publications accepted prior to defending. The dissertation will be defended publicly as the final oral exam.

REQUIREMENTS AND MILESTONE

Students must check the deadline dates listed by the Office of Graduate Education to ensure a successful defense. The Request for Final Oral Examination form and preliminary dissertation must be submitted to the Office of Graduate Studies at least two weeks before the final oral examination date.

Timeline for the PhD

The BMEN faculty expect students to make consistent progress toward the PhD degree. The following timeline is expected of doctoral students. In particular, students must schedule the Qualifying Exam and Proposal Exam as outlined in the following table.

Milestone Timeline	Semester 1	Semester 2
First Year	• Register for: BMEN 7188, BMEN 7340 • Apply for QE	• Register for: BMEN 7188 • **Defend Qualifying Exam** • Milestone Agreement Form
Second Year	• Compile Dissertation Committee	• Register for: BMEN 8188 • Dissertation Committee Approved • Milestone Agreement Form
Third Year	• Register for: BMEN 7387 • **Defend Proposal Exam** • Milestone Agreement Form	
Fourth and/or Fifth Year	• Final draft of dissertation submitted to committee • **Defend Dissertation Exam**	

Graduation

In the semester a student intends to graduate, there are several important deadlines that must be met and fees that are to be paid. Students should check the Office of Graduate Education website and the University Registrar's website for these deadlines and fees. All graduate students have the responsibility to notify the graduate advisor/DPE in the Bioengineering department of their intent to graduate at least one semester prior to their expected graduation to ensure that they have met all departmental and university requirements. Students must apply for graduation by the posted deadline through their Galaxy account. Your graduate advisor/DPE will need to make you eligible to do so first.
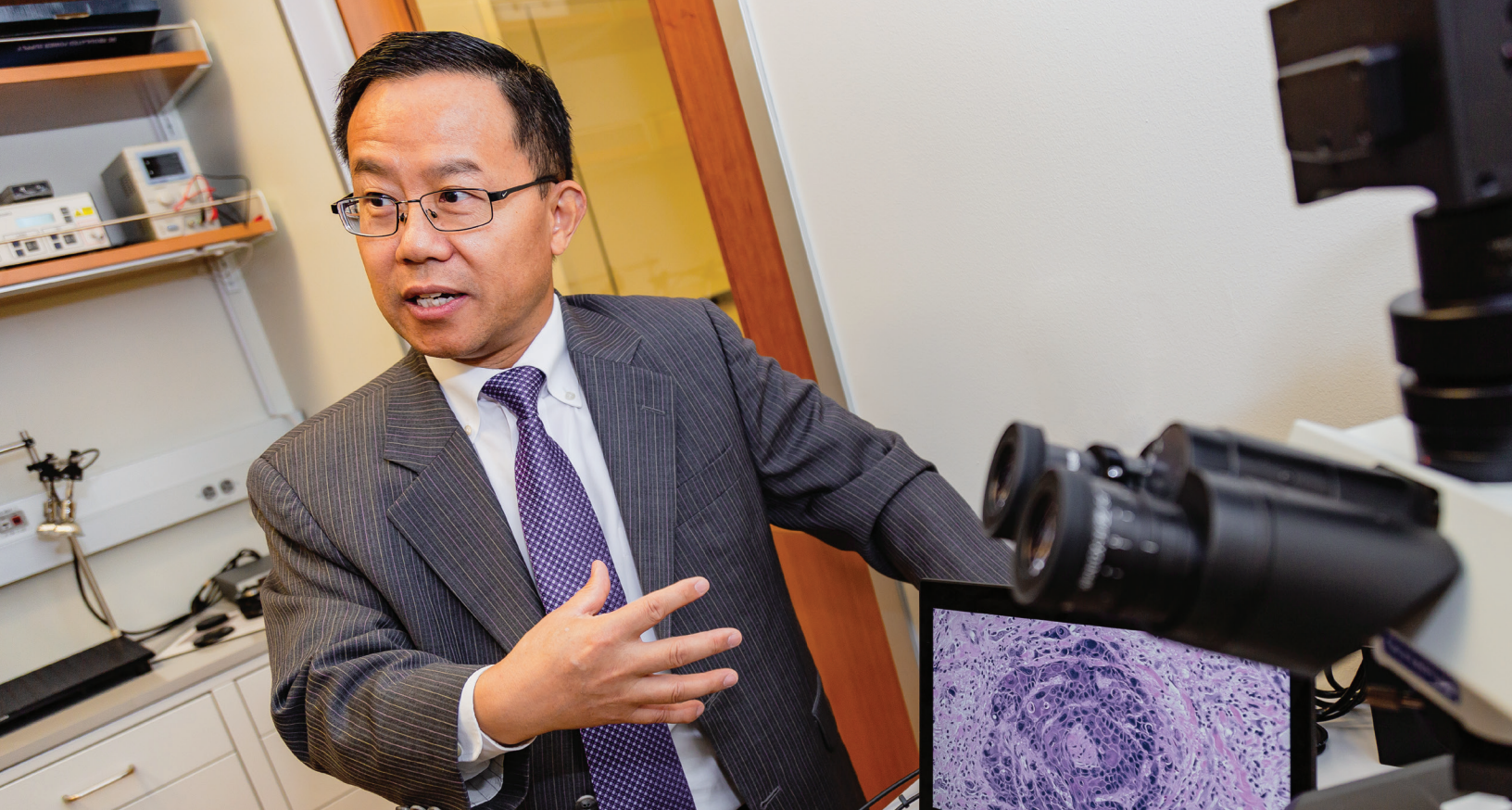
Funding Opportunities

Full-time graduate students have three options for financial assistance through the Department of Bioengineering and all three are highly competitive. (Part-time students are not eligible for financial assistance.) Students desiring financial assistance are encouraged to apply to our graduate program as early as possible.

Jonsson School Graduate Study Scholarship is a $1,000 competitive, merit-based s cholarship awarded to incoming graduate students during the fall semester. All students entering MS or PhD studies in bioengineering are eligible to apply. There are a number of other scholarship opportunities available to all students.

Teaching Assistants (TAs) are selected and supported by the Bioengineering Department based on student's academic merit and prior research experience. To be eligible for a TA, students are required to submit the TA application during the previous semester. This application will be sent out via email from the department. If selected for a TA position in their first semester, new students will be notified by an email sent to their UT Dallas e-mail address.

Research Assistants (RAs) are supported by individual bioengineering faculty through faculty member's research grants. Prospective students may contact faculty members directly to discuss their research interests and possible RA support.

FUNDING OPPORTUNITIES

Newly appointed TA's and RA's will be required to attend additional orientation sessions given separately by the Office of Graduate Education, the BMEN department, and the Office of Human Resources.The Office of Human Resources conducts an Employment Express event for all new employees. All new TA's and RA's must attend one of the scheduled Employment Express events to complete required forms which verify employment eligibility and set up payroll information.

Funding opportunities are competitive, merit-based and can range from a small stipend to a full assistantship with tuition assistance depending upon available funding. Funding is always dependent upon budgets from year to year, is not guaranteed, and is also contingent upon adequate progression in coursework and academic standing as well as satisfactory performance of all job responsibilities and requirements. Funded students must abide by all pertinent UTD policies and procedures, including those pertaining to academic dishonesty.

Eugene McDermott Graduate Fellowship

This is a highly sought after award and all PhD students, domestic and international, are eligible for it. There is no separate application, and your PI would need to nominate you for the fellowship before, or during, your first semester in the program.

More information on the EMGF can be found at
https://provost.utdallas.edu/mcdermott-fellows/

Career Advising

In addition to guidance from their PI, career advising and job search resources are available to bioengineering students through the UTD Career Center and Office of Graduate Education.

GRADUATE STUDENT HANDBOOK

Appendix A

Bioengineering Exam Policies

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Bioengineering Ph.D. Examination Policies

Qualifying Exam

A student must be registered for at least three semester credit hours of graduate course work during the semester in which the Qualifying Examination is taken**.** The Ph.D. Qualifying Exam (QE) exam will be designed and administered by the Department Graduate Exam Committee. Members of this committee and the Committee Chair will be appointed by the Graduate Program Head. The student's Supervising Professor may participate in the development of the exam questions. The QE is an oral examination designed to probe the candidate's critical thinking skills. This exam should test the Ph.D. candidate´s knowledge in terms of breadth and depth in the general area of biomedical engineering as well as an ability to think critically.

Doctoral students entering the BMEN Ph.D. program must pass the QE within 2 long semesters. Masters students who wish to advance to Ph.D. status may also take the QE. The QE will be offered to all graduate students in the fall and spring semesters. BMEN faculty with 51% or greater appointment will have voting rights. In the event that a student fails the exam, an opportunity to attempt the exam a second time will be offered in the following semester. Examination and re-examination dates will be announced early in the fall semester. A student is allowed, at most, two attempts to pass the qualifying exam. Students are to submit the Application for the Doctoral Qualifying Examination form within the first three weeks of their first semester and be enrolled and take the QE their second semester. (Please see the Doctoral QE Application.) Students who neglect this rule will be forfeiting their first attempt to pass the QE. If a student declines to take the QE at the first opportunity, it will be counted as an attempt. Failing to pass the qualifying exam on the second attempt will result in immediate removal from Ph.D. program or placement into terminal-M.S. status. Under no circumstances will a third examination be allowed.

The student will have advanced to candidacy when the student has:

1. Passed the qualifying examination,

2. Formed a Dissertation Committee approved by the Graduate Program Head of Bioengineering and the Dean of Graduate Studies,

3. Satisfied any other Program or School candidacy requirements. Candidacy must be achieved before a student is eligible to enroll in dissertation courses.

An MS student who passes the qualifying exam is not automatically admitted to the Biomedical Engineering Ph.D. program. The student must meet the requirements and submit a graduate application and any required documents to the Biomedical Engineering Ph.D. program. The completed Ph.D. application file will be thoroughly reviewed by the Biomedical Engineering Graduate Admissions Committee. All students must meet the admission criteria and be admitted through the standard process.

Dissertation Committee Formation

Students are required to form a Dissertation Committee by the end of the semester following the one in which they have passed the qualifying exam. The Dissertation Committee oversees and assists the student in developing the dissertation proposal, conducting dissertation research, reviewing and evaluating the written dissertation and oral defense. The Dissertation Committee evaluates the dissertation proposal, final oral exam and dissertation.

To form a Dissertation Committee, the student must submit the Committee Appointment form signed by the proposed members of the committee to the BMEN Ph.D. Program Advising Office. Additionally, a 2-page prospectus including a tentative dissertation title and references must accompany the Committee Appointment form. The Dissertation Committee must be approved by the Graduate Program Head of Bioengineering and the Dean of Graduate Studies. Subsequent changes in membership must also be subject to approval by the appropriate committee, the Graduate Program Head for the Department of Bioengineering, and the Dean of Graduate Studies. Doctoral students select 4 U. T. Dallas faculty members for their Dissertation Committees, with 1 of the 4 designated as the Chair who may also be referred to as the Supervising Professor. Additional faculty from inside or outside of the University of Texas at Dallas may be selected, but the student should be aware of the difficulties this sometimes presents in scheduling meetings and obtaining signatures, especially when off-campus faculty are selected. It is extremely important that the student selects committee members who have the greatest expertise in the area of the dissertation. This will not only strengthen the dissertation, but help ensure that the student gets the best possible advice and avoids costly methodological mistakes.

The Chair, or Supervising Professor, of the Dissertation Committee is a tenured or tenure-track faculty member at U. T. Dallas. Occasionally, a student may wish to appoint a co-chair from off-campus (e.g. when the student plans to conduct considerable work in an off-campus lab) or appoint a non-tenure track faculty member with relevant expertise. Please consult the online U.T. Dallas Policy Navigator on Policy on Procedures for Completing a Graduate Degree (UTDPP1052) at http://policy.utdallas.edu/utdpp1052.1 In the case of Adjunct Faculty, a General Faculty member will be appointed to co-chair the Dissertation Committee. The Dissertation Committee will meet with the candidate soon after the Dean of Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee. The Dissertation Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Studies. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student. The student can request a meeting of the Dissertation Committee through a written request to the appropriate committee or administrator for that program.

At the first meeting of the Dissertation Committee, the student will submit to the committee members, if applicable, the Acknowledgment of Previously Collected Data form and a written record signed by the student and Supervising Professor stating whether data intended for inclusion in the dissertation has already been collected, either by the student or others (as in the case of a study using archival data.) If data beyond pilot data has been collected, the student will specify to the Dissertation Committee the source of the data to be used for the dissertation research, the student's involvement with the projects from which the data are to be drawn, and why the use of the data is appropriate for the dissertation research project. This information and plan for the dissertation research must be approved by the

Dissertation Committee. The student should submit the signed Acknowledgment of Previously Collected Data form and the written record to the BMEN Ph.D. Program Advising Office.

Dissertation Proposal

A student must be registered for at least three semester credit hours of graduate course work during the semester in which the dissertation proposal is submitted for approval. Writing a good dissertation proposal is an important part of being a successful researcher. This exam is viewed as an important milestone that helps students develop this skill. The Ph.D. student is to write a dissertation proposal that is submitted to the Dissertation Committee at least three weeks prior to the proposal defense. The dissertation proposal allows the Dissertation Committee a formal opportunity to evaluate the research progress and goals of the student. Thus, the three main purposes of the dissertation proposal are to 1) develop proposal writing skills, 2) demonstrate a mastery of the literature relevant to the student's research area, and 3) to obtain feedback on the research plan.

The dissertation proposal should be prepared by the student in consultation with the student's Dissertation Committee. The proposal should include:

1. A tentative title of the dissertation describing the topic as accurately and briefly as possible,

2. The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed,

3. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field,

4. A schedule of the remaining research activities, including major completion milestones,

5. A set of up to five "key words" to assist in establishing the Data Base on Dissertations.

Dissertation Proposal Defense Policies

1. The dissertation proposal defense should be held no later than two (2) long semesters following successful completion of the Qualifying Exam.

2. Students must be registered for at least three semester credit hours of graduate course work during the semester in which their dissertation proposal defenses are held.

3. The dissertation proposal defense must be completed when organized courses are in session and are not to be held when the University is closed, on Reading Days or during Final Exams. The proposal defense may be completed on the first day of class a full-term session and should be completed within the first 12 weeks of the semester.

4. The dissertation proposal must be submitted to the Dissertation Committee at least three weeks prior to the proposal defense date. Failure to do so will likely result in a change of the exam date to the following semester.

5. After the dissertation proposal is approved as satisfactory by the student's Dissertation Committee, the student will coordinate the date and time of the proposal defense with the Dissertation Committee. The

student is then to schedule a room for the proposal defense through the Department of Bioengineering Office. A minimum of two weeks is needed for room scheduling.

6. At least one week before the student's proposal defense date, the student is to submit the Dissertation Proposal Approval form and the dissertation proposal to the BMEN Ph.D. Program Advising Office. The student's proposal defense date will be announced to the BMEN faculty and graduate students.

7. The dissertation proposal should be a minimum of 6 pages.

8. The Supervising Professor is permitted to participate during the defense, but is not a voting member on the dissertation proposal defense.

9. In the event the student fails the defense s/he can attempt the exam a second time.

10. Only one re-attempt of the dissertation proposal defense will be allowed.

11. After the student holds the proposal defense, all faculty members in attendance, even those who are not members of the student's Dissertation Committee, should sign the Public Presentation of Dissertation Proposal form. The student should deliver the signed form to the BMEN Ph.D. Program Advising Office. This form, along with a letter from the Department, will be sent to the Dean of Graduate Studies, stating the approval or disapproval of the proposal defense. Successfully passing the proposal defense is a requirement for graduation.

12. The student cannot re-attempt the dissertation proposal defense in the same semester.

13. Students may not hold the dissertation proposal defense and final oral exam in the same semester.

Further questions regarding dissertation-exam procedures should be directed to the BMEN Director of Graduate Studies.

Guidance on How to Write the Dissertation Proposal

Eligibility permitting, students are encouraged to submit their dissertation proposal to any federal or nationally recognized funding agency to any of the research mechanisms that the student's Supervising Professor identifies as being appropriate. We encourage the students and their research advisors to submit this proposal when they feel they are ready.

1. A balance must be struck between satisfying severe space limitations and providing the most critical details. The proposal is not a binding agreement between the student and the Dissertation Committee on the precise tasks that must be accomplished. Through frequent interactions with Dissertation Committee members, the student can adapt the proposed research plan as necessary.

2. We highly recommend that the proposal follow the rules and formatting requirements of a federal or nationally recognized funding agency.

The Dissertation Proposal Should Contain

1. An overview of the state of the field, which helps to show that the candidate has a good grasp of relevant current research and techniques.

2. A brief summary of research results obtained by the candidate to date. This includes citing prior publications and current submissions produced by the student.

3. A clear description of the remaining problems and goals.

4. Clear arguments as to why the work is interesting in terms of intellectual merit and expected impact.

5. The technical approach.

6. Identify necessary controls for hypothesis testing.

7. Demonstrate basic understanding of analysis methods for designing experiments.

8. Expected outcomes.

9. A timeline that specifies target dates for the proposal's aims.

10. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field.

11. A schedule of the remaining research activities, including major completion milestones.

12. A set of up to five "key words" to described the proposed research.

The Dissertation Proposal Should Not Consist of

1. A preliminary draft of the dissertation.

2. Particular chapters or parts of the dissertation.

3. A survey of the candidate's research field.

4. An existing publication or technical report.

Dissertation and Final Oral Examination

All Ph.D. students are required to complete a major research project culminating in a written dissertation demonstrating an original contribution to scientific knowledge and engineering practice. We recommend the student have a minimum of 2 peer-reviewed archival journal publications accepted prior to defending. The dissertation will be defended publicly as the final oral exam. The policies for the dissertation and final oral exam are specified by the Office of Graduate Studies and may be viewed online at http://www.utdallas.edu/dept/graddean/dgFront.htm. Students must check the deadline dates listed on the official Academic Calendar. The Request for Final Oral Examination form and preliminary dissertation must be submitted to the Office of Graduate Studies at least two weeks before the final oral examination date. Deadline dates to conduct the final oral exam and to submit the final dissertation copies to the Office of Graduate Studies also apply. Students are strongly encouraged to seek in-depth advising on this process in the BMEN Ph.D. Program Advising Office one semester in advance of applying for graduation. Neither a foreign language nor a minor is required for the Ph.D. However, the student's supervisory committee may impose these or other requirements that it feels are necessary and appropriate to the student's degree program.

1. Students cannot hold their final oral exams and complete their dissertations within 12 months of successfully completing the dissertation proposal requirements. Exceptions to this rule must have the written approval from the Department of Bioengineering Graduate Program Head for Bioengineering.

2. The dissertation must be submitted to the Dissertation Committee at least three weeks prior to the final oral examination date. Failure to submit the dissertation document on time will likely result in a change of the final oral exam date to the following semester.

3. The Supervising Professor is a voting member for the final oral defense.

4. In the event the student fails the final oral examination, s/he can attempt the exam a second time.

5. Only 1 re-attempt of the dissertation examination will be allowed.

6. The student cannot re-attempt the dissertation exam in the same semester.

GRADUATE STUDENT HANDBOOK

Appendix B

Acknowledgement of Policies Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
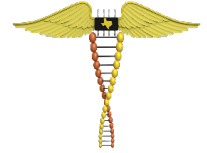
Acknowledgment of Policies Form - PhD

All students must complete, sign, and date this form upon entrance to the Graduate BMEN Department

Legal Name (Last, First):

UTD ID Number:

Program Start (semester & year):

By acknowledging each item below, I confirm that I have read and understand the following policies of The University of Texas at Dallas and the Graduate Bioengineering Department:

- I must complete all **assigned prerequisites** unless it has been officially waived by the department or is not a requirement of my degree plan.
- I must meet with my **Faculty Advisor** at least once a year to be advised and complete the Annual Doctoral Progress Report.
- I understand that, in the event that I do not have a **Faculty Advisor**, I will be given no more than one semester to locate a Faculty Advisor before being dismissed.
- I understand that all **registration** requests must be approved by a Faculty Advisor.
- I understand that I must pass the **Qualifying Exam** within three long semesters.
- There is a **10-year time limit** to complete all **PhD** coursework.
- **Fall/Spring** enrollment is limited to **9SCH** and **Summer** enrollment is limited to **6SCH**.
- **GPA** is calculated on the + and – scale (A, A-, B+, B, B-, C+, C, F).
- I must have a **core GPA ≥ 3.0** and a **cumulative GPA ≥ 3.0** to graduate.
- I understand that all **transfer of credit** requests must be submitted within the first year of enrollment in the program.
- I know a course may be **repeated** one time and I can repeat no more than three courses.
- I must make up any **incomplete (I)** grades by the deadline or it will turn into an **F** on my transcript.
- I understand I must add the correct **Master's** program 2 semesters before I intend to graduate with my Master's degree.
- I know I **cannot** enroll in courses while on **Academic Probation** until the current semester grades are posted and I have permission from my Faculty Advisor.

Student Signature   **Date**

GRADUATE STUDENT HANDBOOK

Appendix C

Milestone Agreement Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Milestones Agreement Form: Year 22/23

Name

UTD ID

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. 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.

Advising

Before entering the Biomedical Engineering program, all PhD students must have an assigned faculty advisor, their PI.

- The PI will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student's academic and career development

- The PI will ensure that a mutually agreed upon set of expectations and goals for the student are in place and assessed periodically

- The PI will help the student assemble a thesis/dissertation committee

- The PI will provide career advice and links to information on previous graduate placement

- The PI will be accessible to give advice and feedback on career goals

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

- Once a semester reviews between student and graduate academic advisor

- Suggestions on course selection

- Review of Degree Plan to determine if modifications are necessary

- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements

- Assistance in understanding the requirements for successful completion of dissertation

Requirements for all PhD Students in the Biomedical Engineering Program

Milestone	Expected Time of Achievement
Review of Student's Progress with academic advisor and Doctoral studies committee	Once a semester
Successful completion of qualifying exam	*No later than end of 3rd long semester*
Relevant Coursework Successfully Completed	33 graduate graded credit hours
Dissertation Committee Appointed and Approved	*By the end of the semester after which QE is passed*
Research Protocols and/or IRB Approval (as applicable)	Before enrolling in any research credit
Dissertation Proposal Completed and Approved	*No later than 2 long semesters following successful completion of QE*
Dissertation Completed and Approved by Committee	Within graduate credit hours
Dissertation Accepted by Graduate School	*Within graduate credit hours*
Exit Interview Completed and Submitted To SED	Within graduate credit hours

3 credits of Advanced Seminar series are mandatory for all PhD students, equivalent classes may be taken at UTSW. Attendance is mandatory at special seminar series talks and will be pass/fail based on attendance; these will be recorded as a zero credit hour 7088 seminar. Independent Scientific Research in Bioengineering (BMEN 7387) is required at least once in the plan. Student becomes eligible to take this class the semester after passing the QE.

Progress of student's research for Fall 2022 Spring 2023 (please check one box):

☐ Progress is satisfactory in all aspects

☐ Quality of work is generally satisfactory, but student is falling behind the expected schedule; more effort is indicated

☐ Progress is on schedule but quality of work needs to be improved to ensure an acceptable final product

☐ Work is sufficiently behind schedule that finishing within the support or time limits is unlikely

☐ Quality of work is below that expected for the degree; a large change is necessary in either the effort and result being obtained or in the degree being attempted

☐ Student is committed but appears to not have the capacity to complete the degree and should be counseled to change majors or to withdraw

☐ Other/additional comments_____
_____

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester

- Submit your signed *Milestones Agreement Form* to your advisor during fall semester

- Complete all required organized coursework

- Schedule and successfully complete required qualifying exams

- Select the Chair and members of your dissertation committee

- Prepare and successfully present your dissertation proposal

- Enroll in required dissertation hours and complete your dissertation

- Submit required documentation to the Graduate School for completion and graduation

- Successfully complete your defense of your dissertation

Number of remaining organized, graded, credits (out of 33) required for degree completion: _____
Number doctoral hours accumulated by the end of this semester: _____
Current support assistance?   ☐ TA ☐ RA

I have read this form and have had the opportunity to discuss 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 Biomedical Engineering program, as well as the expected timeline for completing these milestones.

Committee Members:

_____ _____ _____ _____
Supervising Professor

_____

_____

_____

_____

_____   _____
Student's Signature   Date

_____   _____
Advisor's Signature   Date

GRADUATE STUDENT HANDBOOK

Appendix D

Bioengineering PhD Degree Plan

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Student: _____

UTD ID: _____

Admitted: Spring 2023

Department Head: Prasad _____

Supervising Professor: _____

33 Hours of Approved Graded Organized Courses		Semester	Grade	Credit Hours	Transfer/ Waived	Comment
BMEN 7340	Experimental Methods and Statistical Analysis					PhD requirement
BMEN 7387	Indep Scientific Research in BMEN					Becomes eligible after passing QE
BMEN 6XXX						
Seminar		Semester	Grade	Credit Hours	Transfer/ Waived	Comment
BMEN 7188	Adv Seminars in BMEN					1st semester
BMEN 7188	Adv Seminars in BMEN					2nd semester
BMEN 8188	Adv Seminars in BMEN					Becomes eligible after passing QE
Approved Thesis Hours		Semester	Grade	Credit Hours	Transfer/ Waived	Comment
BMEN 6V98	Thesis					Becomes eligible after passing QE
Approved Research Hours		Semester	Pass/Fail	Credit Hours	Transfer/ Waived	Comment
BMEN 8V70	Advanced Research in Biomed Eng					
Approved Dissertation Hours		Semester	Pass/Fail	Credit Hours	Transfer/ Waived	Comment
BMEN 8V99	Dissertation					

Total MS Hours Accredited:

GPA _____

Total Hours Earned: ___0___ **of 75**

Doctoral Project Requirements	Completed	Comments
Qualifying Exams		
Dissertation Committee Formation		
Dissertation Proposal Defense		
Final Oral Exam		

GRADUATE STUDENT HANDBOOK

Appendix E

Transfer of Credit Request Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

TRANSFER OF CREDIT REQUEST

All transfer credits should be completed during the first semester and must be completed before the semester in which the student plans to graduate. No transfer requests will be accepted for review for non-degree students. All requests for transfer credit must be accompanied by a copy of the transcript showing the course(s) in question. Some academic units, such as The Naveen Jindal School of Management, hold the student responsible for attaching syllabi to the transfer request.

_____   _____
Name (please type or print)   **Student ID#**

Transfer credits to be applied to _____**degree at UT Dallas.**

Degree sought (circle one): MBA MS MA MPA Other_____

Concentration_____

UTD course to be replaced by transfer course: _____ _____
                                                            Prefix & Course #   **Course Title**

For a course to be transferred, the student must have completed an equivalent graduate level course at another accredited university with a grade of B or better. UTD does not award transfer credit for experiential learning, performance or work experience. Transfer course grades will not be averaged into your overall UTD GPA. Applicable coursework cannot be more than 6 years old for master's degree students; more than 8 years old for doctoral students whose master's degrees are accepted for full credit; or more than 10 years old for doctoral students.

Course the student is submitting to replace the UTD course:

Course #	Course Name	Hours Credit	Grade	Institution	Date Taken

If this course is in a different discipline than the degree program, please attach an explanation of relevance of the course to be transferred for the student's research (for doctoral students, for their dissertation topics).

The applicant's file has been reviewed and the school/department signature(s) below certify that the transfer credits requested are a solid basis for graduate work in our UTD program. Either the original transcript or copy of same, coursework description/syllabi are attached
(Circle)

APPROVED   DENIED   Need more information_____

(If Applicable) APPROVED - VALID UNTIL (DATE):_____

_____   _____
Faculty Member/Instructor/Advisor   **Date**

_____   _____
Department Head   **Date**

_____   _____
Associate Dean   **Date**

GRADUATE STUDENT HANDBOOK

Appendix F

Exam Application Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Application for the Doctoral Qualification Examination

Doctoral students who intend to take the Ph.D. Qualifying Examination (QE) must submit this application within the first three weeks of a semester. Student must be registered for the semester in which the QE is to be taken. Submit the completed form to the Department of Bioengineering Graduate Advising Office.

Name: _____ Student ID #: _____

PhD Research Advisor: _____

Graduate Education Background:

Degree	Year	GPA	University

List graduate level courses you have completed at UTD or any other graduate institution:

Course name and Institution	Sem./Year	Grade

Current Schedule:

Course Number	Course Title	Days and Time

For BMEN Graduate Office Use Only:

Graduate Course GPA: _____

Approved by: _____   Date: _____

GRADUATE STUDENT HANDBOOK

Appendix G

Dissertation Committee and Proposal Guidelines Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Dissertation Committee and Proposal Guidelines

If you passed your QEs this semester, or a previous semester, and have not officially formed your Dissertation Committee, please submit the following paperwork to my office as soon as you can.

1) The completed & signed Dissertation Committee form
   a. If a potential committee member is unavailable to sign the form, he/she may send you an email stating he/she wishes to serve on your Dissertation Committee. The email may be used in lieu of the faculty member's signature. Please attach the email to the Dissertation Committee form.
2) A dissertation prospectus (This is also referred to as an abstract or pre-dissertation proposal) and consists of:
   a. A tentative dissertation title
   b. Your name and the name of your Supervising Professor
   c. 1-2 pages of your proposed research including aims and approaches (single or double-spacing is fine)
   d. References

After you prepare the prospectus, present it to your potential Dissertation Committee members to review. If they agree to serve on your committee, please ask them to sign the Dissertation Committee form. Drop the completed form and prospectus at the department graduate advising office.

If a committee member is out-of-town, simply ask him/her to send you an email to your UTD email account stating that he/she agrees to serve on your committee. On the signature line of the form, you can simply type or write "see attached email." Provide a copy of the email with the form. Your paperwork will be submitted to the department head and the Graduate Dean for review and approval.

After your Dissertation Committee is formally approved, you may then hold your first official meeting. The intention of the initial Dissertation Committee meeting should be to discuss potential problem areas in the dissertation proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee.

The Dissertation Committee must meet at least once annually, assess the student's progress, and send a report on your progress to the graduate advising office. The report will be placed in your student file.

Dissertation Committees must be formally approved prior to students holding their dissertation proposal defenses.

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

GRADUATE STUDENT HANDBOOK

Appendix H

Committee Appointment Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

COMMITTEE APPOINTMENT
GRADUATE PROGRAM_____

Doctoral degree_____ ☐   **Master's degree**_____ ☐

_____   **ID#**_____

Student

Requests the formal appointment of the following members to serve as his/her supervisory committee.

_____   _____
Supervising Professor   please print   signature

_____   _____
Co-Chair (if applicable)   please print   signature

_____   _____
Committee Member   please print   signature

_____   _____
Committee Member   please print   signature

_____   _____
Committee Member   please print   signature

_____   _____
Committee Member   please print   signature

APPROVAL

_____   _____
Department Head   signature   date

_____   _____
Dean of Graduate Education   signature   date

I understand the membership of this committee cannot be changed for scheduling reasons, but only in the case of serious extenuating circumstances.

_____   _____
Student   signature   date

GRADUATE STUDENT HANDBOOK

Appendix I

Proposal Exam Checklist

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Dissertation Proposal Checklist

☐ Submit Committee Appointment Form for approval by the Bioengineering Department and Graduate Dean at least one semester before you intend to complete the exam.

☐ Follow guidelines for supervising committee in the PhD Student Handbook.

☐ In the semester you intend to complete the Exam, you must register in at least 3 credit hours of coursework.

☐ Prepare a written dissertation proposal, following the NIH/NSF grant style paper, with the guidance of your committee Chair.

☐ Submit Request for Examination Form signed by all members of your committee to Bioengineering Graduate Advisor at least two weeks prior to the scheduled exam date.

☐ Provide a copy of your written dissertation proposal to each member of your committee at least three weeks before the scheduled exam date.

☐ Present dissertation proposal to supervising committee and complete oral exam.

☐ Submit signed Proposal Examination Report to Bioengineering Graduate Advisor by the last day of the semester you pass the exam.

☐ The Proposal Examination must be completed at least one semester before the Final Exam/Dissertation Defense.

THE UNIVERSITY OF TEXAS AT DALLAS
Department of Bioengineering

GRADUATE STUDENT HANDBOOK

Appendix J

Dissertation Proposal Approval Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

DISSERTATION PROPOSAL APPROVAL FORM

Biomedical Engineering Ph.D. Program

STUDENT'S NAME: _____

UTD ID: _____

DATE OF PROPOSAL
DEFENSE: _____

STARTING TIME: _____

HAS A ROOM BEEN
SCHEDULED?   ____NO   ____YES   BUILDING:_____   ROOM #:_____

**The undersigned members of the Dissertation Committee approve the student's
dissertation proposal is satisfactory and ready to be presented to the faculty of the School.**

_____   _____

Supervising Professor please print name   Signature

_____   _____

Committee Member please print name   Signature

_____   _____

Committee Member please print name   Signature

_____   _____

Committee Member please print name   Signature

_____   _____

Committee Member please print name   Signature

_____

Committee Chair* please print name

*Selected from above and appointed by Department Head

APPROVAL

_____

Department Head

GRADUATE STUDENT HANDBOOK

Appendix K

Dissertation Proposal Report

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Public Presentation of Dissertation Proposal of

_____

(Student)

_____

(Date)

☐ ☐

By a vote of _____ the attending faculty approves/disapproves the public presentation.

Committee Members:

Chair _____ Signature _____

Print name _____ Signature _____

Print name _____ Signature _____

Print name _____ Signature _____

Print name _____ Signature _____

GRADUATE STUDENT HANDBOOK

Appendix L

Dissertation Guide

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

DISSERTATION AND THESIS FORMATTING GUIDE

Summer 2023

PREPARED
BY
THE OFFICE OF GRADUATE EDUCATION

TABLE OF CONTENTS

FORMATTING GUIDE

This guide is designed to assist students in preparation of their dissertation/thesis and to help graduate candidates present results of their research for the use and interest of the academic community and the public at large. Submission of the dissertation/thesis is the final step leading to conferral of a graduate master's or doctoral degree. UT Dallas requires publication of the dissertation and abstract in its original form. The dissertation becomes a permanent and archived record of original research. General guidelines outlined in this guide apply to both master's and doctoral students unless otherwise specified. At UT Dallas, the term *dissertation* refers to the final research paper for the doctoral degree and the term *thesis* refers to the research paper required for some master's programs. Please refer to the DISSERTATION AND THESIS SUBMISSION GUIDE for information and requirements for submission. University policies on graduate study at UT Dallas are outlined in the Policy Statement UTDPP1052, https://policy.utdallas.edu/pdf/utdpp1052.

Please note that the student is responsible for knowing and conforming to the current guidelines and to any special departmental or disciplinary requirements that may apply. Difficulty of use or lack of knowledge of software tools will not be considered reasons to exempt an author from compliance with these guidelines.

It is the responsibility of the author to reformat the document into a PDF file, check the reformatted document for accuracy, and submit the PDF document to the UTD ETD website for publication. No compression should be used. No changes can be made to the electronic thesis/dissertation once it is approved.

STYLE GUIDE OPTIONS

Various disciplines use different conventions in writing and publishing. Therefore, graduate candidates, in consultation with their Supervising Professor and committee, may select from a set of recognized style manuals. All decisions regarding style and format must be consistent with the chosen style manual and the guidelines outlined in this Dissertation and Thesis Formatting Guide. In addition to the recommendations of each style guide, the Office of Graduate Education has a small number of required format elements which are outlined in the remainder of this guide.

Reference guidelines and appropriate citation standards should reflect the author's style guide choice and discipline. They must be detailed consistently throughout the document. Reference format should be consistent with discipline and publication standards and/or style guide choice.

Recommended style guides are listed below:

- Banik, Baysinger, Kamat & Pienta. *ACS Guide to Scholarly Communication.* (3rd edition). An American Chemical Society Publication.

  Access has moved to an online version available to ACS Members and organizational subscribers and will be updated digitally (https://pubs.acs.org/page/acsguide). Either the book or online version are acceptable.

- American Psychological Association. *Publication Manual of the American Psychological Association* (7th Edition). Washington, D.C.: American Psychological Association. (https://apastyle.apa.org/style-grammar-guidelines)

- *The Chicago Manual of Style* (17th edition). Chicago: University of Chicago Press.

- IEEE Editorial Style Manual, https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/style_references_manual.pdf

- Modern Language Association of America. *MLA Handbook* (9th Edition). New York: Modern Language Association of America.

- Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th Edition). Chicago: University of Chicago Press.

CONTENT OVERVIEW OF THE DISSERTATION/THESIS

The table below displays the contents, document order and page numbers for the dissertation/thesis. Not all documents contain all items; however, if they are included, they must be in this order.

Our office will not accept dissertation submissions that are missing major components. All headings must be set up, all chapters must be complete, all figures/tables must be incorporated into the body of the dissertation or placed in appendices, and there can be no placeholders for major sections. The version submitted to our office is the version that you will defend with, and as such, it must be as complete as possible. The only sections that can be added later are the Dedication, Acknowledgments, Biographical Sketch and Curriculum Vitae.

Section	Numbering & Pagination
Preliminary Pages	
First Page (required. Formerly known as Signature Page)	Page counted, number is <u>not</u> typed or printed on page
Copyright Page (optional, but inclusion is highly recommended)	Page counted, number is <u>not</u> typed or printed on page
Dedication (optional)	Page counted, number is <u>not</u> typed or printed on page
Title Page (required)	Page counted, number is <u>not</u> typed or printed on page
Acknowledgments (required)	Counted, number typed **Acknowledgments is the first page on which a number will appear in Roman numeral**
Abstract (required) ProQuest/UMI permits 500 words for both doctoral and master's abstracts	Counted, number typed in Roman numeral
Table of Contents (required)	Counted, number typed in Roman numeral
List of Figures (required if there are 5 or more figures)	If included, counted, type number(s) on page(s) in Roman numeral(s)
List of Tables (required if there are 5 or more tables)	If included, counted, type number(s) on page(s) in Roman numeral(s)
List of Abbreviations or symbols (if used)	If included, counted, type number(s) on page(s) in Roman numeral(s)
Body of Dissertation (required)	
a. Text (required) b. Appendix/Appendices (optional) c. Bibliography, References or Works Cited (required)	First page of text is always numbered "1". Remaining pages are numbered consecutively in Arabic numerals
Biographical Sketch (required)	Counted, number typed
Curriculum Vitae (required)	Pages not counted as part of main text, numbering optional

CONTENT DESCRIPTION OF THE DISSERTATION/THESIS

<div style="background-color:darkgreen; color:white">

First Page

</div>

Previously called the Signature Page, this page contains the committee members' names. The Supervising Professor (Chair) should appear first, followed by the Co-Chair (if applicable), then other committee members should be listed in alphabetical order by last name unless there is a reason to do otherwise. This page is unsigned in the electronic version of the thesis/dissertation.

Copyright

The author of the thesis/dissertation automatically owns the copyright of their original work once it is "fixed" in some medium - written on paper, stored on a computer drive, etc. It is not required to place a copyright notice on page 2 of the thesis/dissertation, but it is highly recommended. If the notice is included, the student's name must be identical to the name on file in the Registrar's Office and as it appears on the first page, title page and the abstract. For further information about copyright protection, ownership and fair rights, see http://www.copyright.gov/.

Title Page

The student's name must appear here as it does on the first page, copyright page and on the abstract. The date on this page is the date of the conferral of the degree, not the date of the defense of the thesis/dissertation.

If the thesis or dissertation has a main title and a subtitle, put the main title on a single line, followed by a colon, and organize the subtitle in inverted pyramid form below the main title. If the main title is too long to fit on a single line, organize the main title in inverted pyramid form.

Acknowledgments

At the end of the acknowledgments page, leave two single line spaces below the last line of text and add the "Month Year" in which you defended your thesis or dissertation.

Abstract

The abstract should be a concise statement of the nature and content of the thesis/dissertation, indicating its significance as a piece of research. It should be a continuous summary, not disconnected notes or an outline. Both doctoral dissertation and master's thesis abstracts should not exceed 500 words. Even though ProQuest/UMI no longer has a word limit on abstracts, they will truncate any abstract over 500 words when they publish it in print indexes such as "Dissertation Abstracts International" and "Master's Abstracts International". The candidate must make certain that the name appearing on the abstract is the same as that on the first, copyright, and title pages. The title of the abstract must be the same as the title on the finished dissertation. The year on this page is the year of degree conferral.

Table of Contents

The Table of Contents is required. The Table of Contents should accurately reflect the outline and organization of the manuscript. It should include the Acknowledgments, Abstract, List of Figures (if any), List of Tables (if any), List of Abbreviations (if any), chapter titles of the text (and any sections/subsections you choose to include), Appendices (if any), Bibliography/References, Biographical Sketch, and Curriculum Vitae (the Curriculum Vitae is listed in the Table of Contents but is not assigned a page number).

Appendices

Materials which are peripheral but relevant to the main text of the thesis/dissertation should be placed in appendices. Appendix material must meet the same requirements of margins and pagination as the text. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.

Documentation Sources

Reference guidelines and appropriate citation standards should reflect the author's style guide choice and discipline. They must be detailed consistently throughout the document. The bibliography or list of references should indicate materials *actually used* (and the edition, if that used is not the first). Reference format should be consistent with discipline and publication standards and/or style guide choice.

Biographical Sketch and Curriculum Vitae

A brief biographical sketch of the author should be included and written in third person. Information may include education and degrees awarded, publications, and any teaching, business, industry, or military experience. The Curriculum Vitae (CV) should be consistent with discipline standards. For examples and information see Sample Pages on the Office of Graduate Education website.

Non-Print Dissertations/Theses

Specific format requirements for videotapes, paintings, and so forth should be obtained from the Office of Graduate Education prior to the start of the creative project.

FORMATTING GUIDELINES

The Office of Graduate Education has prepared the following suggestions to assist with dissertation/thesis preparation. The requirements for formatting, production and submission of dissertation/thesis outlined below meet the necessary standards for electronic archiving as set out in the ProQuest/UMI and American Library Association (ALA) guidelines. The precise form, style and appearance should be consistent throughout and conform to best practices in the discipline and those outlined in the selected style guide. The finished dissertation/thesis reflects the ability and character of its author and must be a professional quality manuscript. To help prepare for writing of the manuscript and to assist with formatting and style decisions, see our Sample Pages. Also, completed dissertations are available for review in the Dean's Office of each school, in the Eugene McDermott Library and also online electronically. Examples of preliminary pages are available as downloadable templates in two formats: Microsoft Word and LaTeX.

Download MS Word template
Download LaTeX Template

Dissertations submitted to our office must be formatted using our most recent template. Dissertations formatted without a template or with an outdated template (Feb. 2018 or earlier for Word, Oct. 2021 or earlier for LaTeX) will be rejected and students will be asked to resubmit.

DISSERTATION/THESIS CONTENTS

The dissertation/thesis represents an organized, cohesive document of original scholarly research. Content will always include a descriptive title and subtitles. It must also include an abstract, a full introduction delineating a research question, a comprehensive literature review, and a final overall discussion describing the results of the research and the contribution of the dissertation/thesis to the field.

CONSISTENCY

As a representative document, the dissertation and thesis should be produced in a format with a consistent style and appearance. Consistency extends to pagination, font, table presentation, etc. Refer to selected style guide for recommendations.

LANGUAGE

The document should be written in Standard English and adhere to appropriate spelling, grammar, and punctuation conventions.

PAGE SIZE AND PAPER SPECIFICATION

Page size must be 8.5 x 11 inches (or 216 × 279 millimeters), also known as "letter" size in U.S. standards.

MARGINS

- All top margins- 1.25"
- All left margins- 1.25"
- All right margins- .75"
- All bottom margins- 1.25"

Margins must be consistent throughout the manuscript, including pages containing tables, figures, or other illustrative materials.

FONT

- 12-point font is standard and recommended for legibility
- Font size should remain consistent throughout. Within the document, keep all figure/table captions and chapter headings the same font size as the text
- Smaller font size may be appropriate for footnotes or other material outside of the main text

SPACING

The document must be either double-spaced or spaced with 1.5 spaces, throughout.

Exceptions to this may include the following:

- Bibliography should be single spaced *within* each entry while maintaining a double-space *between* each entry - this convention also holds true for Table of Contents entries, List of Tables/Figures entries, and Table/Figure captions that are more than one line in length
- Quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries, items within tables, and lists in appendices
- Lengthy tables may be single-spaced
- Irregular spacing may be used to accommodate poetry, creative writing or other forms of artistic expression

Avoid:

- *Widows* - a short line ending a paragraph at the top of a page

- *Orphans* - a heading or subheading at the bottom of a page that is not followed by text

- *White Space* - When a figure or table won't fit on a page and you move it to the top of the next page, sometimes blank space or "white space" is left on the first page—this is unacceptable. Please continue text from the second page to fill up the blank space on the first page

- *Conversion errors* - If you are working in Microsoft Word, please make all edits in your Word file and convert the file to PDF once edits have been made. Our office cannot make changes to a document that has been converted from PDF to Word. All track changes must be turned off before converting to PDF.

A word of caution: DO NOT use another thesis/dissertation as a model for your work without also checking the current guides. Do not assume that because another thesis/dissertation was accepted with the same format, yours will be. A number of situations could arise: requirements or interpretations may have changed; an inexperienced checker may have let faulty formatting slip by, etc. When in doubt, check with the Office of Graduate Education. Theses/dissertations that differ significantly from the requirements outlined in these guidelines will not be accepted.

TABLES & FIGURES

Tables and figures may be numbered in one of two ways: 1) consecutively throughout the document (e.g. Table 1 – Table 10), or 2) double-numbered so that the tables' or figures' numbers reflect their locations in the document (Figure 2.3 is the third figure in Chapter 2, or Figure A.2 is the second figure in Appendix A). For consistency, do not mix these two types of numbering schemes within your dissertation or thesis.

The caption must be placed **above** a table, but **below** a figure. A List of Figures and a List of Tables should be placed after the Table of Contents if there are **5 or more** figures and/or tables in your dissertation/thesis. Also, figures/tables should appear within the text as close to the reference as possible.

There are a few different options on how to incorporate figures within the dissertation/thesis. Please do not list figures/tables at the end of a chapter. We ask that figures/tables either be integrated into the text, moved to an Appendix, or uploaded as Supplemental Files. Each option is explained below.

If the information is pertinent to the surrounding text, it may make sense to integrate the figures/tables into the text of the chapters. This is very common for smaller figures/tables, but can apply to larger figures/tables as well. If some of these figures/tables are more supplemental to the dissertation/thesis content, there are a few additional options. Figures/tables can be moved into Appendices after the final chapter of the dissertation/thesis, directly before the References. These sections have headings in the same format as the chapters, for example:

APPENDIX A

SUPPLEMENTAL FIGURES FOR CHAPTER 3

Alternatively, figures, tables or data sets that should be included with the dissertation/thesis material but don't necessarily need to appear within the dissertation/thesis itself can be uploaded as Supplemental Files. These will be published with your dissertation/thesis online, but not as a section within the dissertation/thesis. Please note that Supplemental Files will appear within UTD's digital repository, [Treasures @ UT Dallas](), but cannot be published to ProQuest UMI.

HEADINGS & PAGE NUMBERS

Chapter headings should be centered, bold, in all caps, and 1.25" from the top of the page. **NOTE:** Page 1 is the first time any text can appear in bold face type—***do not*** bold text within the preliminary pages.

<div align="center">

(line 1) **CHAPTER X**

(line 2- leave one single line space)

(line 3) **CHAPTER TITLE**

(line 4- leave one single line space)

(line 5- leave one single line space)

(line 6) Begin text on this line, against the left margin

</div>

Lowercase Roman numerals, centered .75" from the bottom of the page, should be used to number preliminary pages, beginning with the preface and/or acknowledgments (see template for examples).

Arabic numerals, beginning with "1" are used to number all pages of the body of the dissertation/thesis. All page numbers should be centered, .75" from the bottom of the page.

USE OF PREVIOUSLY PUBLISHED PAPER(S) WITHIN A DISSERTATION/THESIS

At the discretion of the advisor and program, the graduate candidate has the option to include as part of the dissertation or thesis, 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. Where the student is not the sole author of a manuscript, the introductory material to the chapter must explicitly describe the student's contribution to the work and acknowledge the contributions of the other author(s) of the work.

Contents

- The manuscript thesis or dissertation must be more than a mere collection of manuscripts published or to be published. It must include a comprehensive abstract, a full introduction and literature review, and a final overall conclusion which interprets the results of the research and describes the contribution to the field.

- On the first page of the chapter based on a previous publication, a footnote must be included which acknowledges or gives credit to the previous publication. Also, use of a separate chapter title page, with authors and their affiliations listed, may be appropriate (see Sample Pages).

- In addition, the styles used in manuscripts previously published or submitted for publication may follow the styles required by the journals. The pagination of the pages, however, must follow the guidelines for the traditional thesis/dissertation as outlined in this guide. The preliminary pages are the same as for the traditional thesis/dissertation.

- The figures/tables should appear within the text as close to the reference of the figure/table as possible. If it is absolutely necessary not to include figures/tables within the text, they should be grouped in an appendix.

References
- References can either be listed chapter-by-chapter, or be presented in a single list at the end of the thesis/dissertation. If the chapter-by-chapter approach is used, each chapter, including chapters that are not manuscripts (such as the introduction and concluding chapters), requires a list of references.

Each separate chapter may be set up with the following elements:
- Title page
- List of Tables (if any)
- List of Figures (if any)
- Sections within each chapter may include:
    1. Acknowledgments (may be included with chapters or at the beginning of the entire paper)
    2. Abstract
    3. Introduction
    4. Materials and Methods
    5. Results
    6. Discussion
    7. References

Use of Previously Published Papers within a Dissertation/Thesis
- Because many papers will have already been published by the time final dissertations are submitted, the candidate should be careful to refer to page 11 in the Submission Guide ("USE OF COPYRIGHTED MATERIAL")

DISSERTATION AND THESIS SUBMISSION GUIDE

Summer 2023

PREPARED

BY

THE OFFICE OF GRADUATE EDUCATION

Questions concerning these guidelines or any aspect of manuscript preparation for the dissertation/thesis should be directed to

The Office of Graduate Education

FA 3.104

972-883-2234

gradeducation@utdallas.edu

graduate.utdallas.edu
Revised: May 2023**

*Recent updates highlighted in yellow

TABLE OF CONTENTS

SUBMISSION REQUIREMENTS AND GUIDELINES

This guide is designed to help students through the submission and publication process. The requirements and guidelines outlined in this guide apply to both master's and doctoral students unless otherwise specified. At UT Dallas, the term *dissertation* refers to the final research paper for the doctoral degree and *thesis* refers to the research paper required for some master's programs. The guide includes all pertinent deadline dates for the current semester, details of required documentation and guidelines/requirements for the Final Oral Examination. The guide is updated every semester. Please make sure you are using the most recent version. University policies on graduate study at UT Dallas are outlined in the Policy Statement UTDPP1052 (https://policy.utdallas.edu/pdf/utdpp1052).

UT Dallas requires publication of the dissertation/thesis and abstract in its original form. The dissertation/thesis becomes a permanent and archived record of original research. Students are required to upload their dissertation/thesis as a PDF file to the submission website https://utd-etd.tdl.org/ .* The Eugene McDermott Library will archive a digital copy of the dissertation/thesis which will be publicly available through Treasures @ UT Dallas Institutional Repository. A copy will also be submitted to ProQuest and digitally archived in ProQuest Dissertations & Theses Global and will be made available to a world-wide network of online information providers and distributors (See Index partners for a full list of indexes).

The Office of Graduate Education will provide guidance on formatting requirements and assist in the review and submission of dissertations/theses. Please consult the Dissertation and Thesis Formatting Guide for guidelines on preparation and formatting of dissertations/theses.

*The Office of Graduate Education does not require a hard copy of your dissertation/thesis; however, some programs may still require hardbound copies. It is the responsibility of the student to provide such copies. All printing services for dissertations and theses have moved to ThesisOnDemand.com. Please visit this site to print a copy of your dissertation, as the University Copy Center is no longer providing the service.

IMPORTANT CHANGES

DEFENSE ATTENDANCE REQUIREMENTS

Defenses may be held in person or remotely.

Attendance requirements for in person examinations: The doctoral candidate and all members of the Examining Committee must be physically present on campus for the examination to be valid. With prior written permission from the Dean of Graduate Education, one member of the committee (aside from the Supervising Professor and Examining Committee Chair) may attend remotely or be absent.

Attendance requirements for remote examinations: The doctoral candidate and all members of the Examining Committee must attend online. With prior written permission from the Dean of Graduate Education, one member of the committee (aside from the Supervising Professor and Examining Committee Chair) may be absent. Please see our FAQs for answers regarding defending your dissertation remotely.

RECORDING POLICY

Phase I of the examination may be recorded. **Video, and/or audio recording of phases II and III is prohibited.**

PRIORITY DEADLINE OPTION FOR STUDENTS

In Fall 2020, the Office of Graduate Education introduced Priority Deadlines. These deadlines replaced the In Absentia deadline structure. Priority Deadlines are only offered during the Fall and Spring semesters. These deadlines fall earlier than the regular deadlines in each semester, giving students the option to complete all requirements earlier in each term. The priority deadline option also allows for later regular deadlines each term, giving students following the regular deadlines additional time to complete all dissertation/thesis requirements. There are brief "blackout" periods between the Summer and Fall semesters and the Fall and Spring semesters when doctoral defenses cannot be held. These are outlined on the OGE deadlines page and further explained on our Priority Deadlines FAQs page.

UTD COPYRIGHT TUTORIAL

All students submitting a dissertation or thesis are required to complete the UTD Copyright Tutorial for Graduate Students (see page 10). **The tutorial can be taken at any time during your doctoral or master's career but must be completed before you submit your dissertation or thesis.**

REPORT OF FINAL ORAL EXAMINATION

For doctoral students, the Report of Final Oral Examination signed by the Examining Committee serves as documentation that the dissertation has been accepted. **The Office of Graduate Education will provide the Examining Committee Chair with the Report of Final Oral Examination. It is the responsibility of the Examining Committee Chair to provide the Office of Graduate Education with the signed report.**

Master's students must complete the Report of Final Examination for Master's Thesis and have it signed by their Supervising Committee. The form can be downloaded here.

FINAL ORAL EXAMINATION FOR DOCTORAL CANDIDATES

University policies for conducting the Final Oral Examination are outlined in the Policy Statement UTDPP1052 (https://policy.utdallas.edu/pdf/utdpp1052). Here is a brief summary of what to expect.

At least **two weeks before you submit your Request for Final Oral Examination**, provide all your committee members with a copy of your dissertation for review. When your supervising committee agrees that you are ready to defend, you should consult with the members of your committee, including the Examining Committee Chair, and agree on a time and modality (in person or remote) for your defense. **Note:** Your appointed Examining Committee Chair will remain until you graduate.

You must complete the PhD Request for Final Oral Examination Form and obtain signatures from all committee members. If you will be having an in-person defense, you must provide a room number on the request form; if you will be having a remote defense, you must provide a meeting URL. The signed form must be submitted to the Office of Graduate Education at least **two weeks before your defense date**. Signatures on the Request for Final Oral Examination form must either be a handwritten signature or a verified, timestamped UTD digital signature. Request forms must include valid signatures for all members (including the Examining Committee Chair) to be accepted by our office. **Request forms missing valid signatures will be rejected.**

The Final Oral Examination is divided into three phases. In phase I, you will give a presentation of your work. This phase is chaired by your Supervising Professor and is open to the public. The presentation and questions should last no longer than one hour. During phase II of the examination, you will be questioned by your committee primarily on your research, although aspects of the general field may also be covered. This phase of the examination is chaired by the representative appointed by the Dean of Graduate Education as the Examining Committee Chair and is not open to the public. Depending on your program, other members of faculty may be present and participate in the discussion. In phase III, the committee will discuss the examination and agree on the outcome. You will not be present for this phase of the examination. You will be informed of the decision as soon as the committee has reached agreement.

DEADLINES AND REQUIRED DOCUMENTS FOR SUBMITTING A DISSERTATION

The deadlines are set to allow time for processing by the Office of Graduate Education, the Registrar's Office and other offices involved in graduation and commencement.
No extensions are possible.

DEADLINES SUMMER 2023

	REGULAR DEADLINES
Priority Graduation Application Deadline for Summer 2023*	June 10, 2023
Final Graduation Application Deadline for Summer 2023*	July 15, 2023
Last day to submit Request for Final Oral Exam	June 22, 2023
Last day to hold a final oral exam	July 6, 2023
Last day to upload dissertation for final review	July 13, 2023
Last day to have your dissertation *approved* by the Office of Graduate Education	July 27, 2023 - 12pm

*Please see Academic Calendar for any updates

Notes:
☐ The Final Oral Exam may not start after 4pm and cannot be conducted when the University is closed for business.
☐ No defenses can be held May 29th, June 19th, or July 4th, 2023 as the University is closed.

DOCUMENTS REQUIRED AT LEAST TWO WEEKS BEFORE FINAL ORAL EXAM

☐ Dissertation *(PDF, Primary file)*
☐ Completed and signed PhD Request for Final Oral Exam Form *(Administrative file)*
☐ UTD Copyright Tutorial Certificate of Completion *(Administrative file)*

All documents must be submitted at least two weeks (14 days) before the date of the Final Oral Exam. If submitted less than two weeks before the date of the exam, the submission will be rejected.

See pages 8-9 for submission instructions to the UT Dallas ETD Submissions website.

DOCUMENTS REQUIRED BY THE FINAL DEADLINE

☐ Final **_committee approved_** PDF version of the dissertation with **_unsigned_** first page
☐ Turnitin Digital Receipt (see pages 10-11 for how to obtain an originality report and receipt)
☐ Survey of Earned Doctorates Certificate of Completion
☐ Citation Form signed by the Supervising Professor and student
☐ Use of Human Subjects in Research Approval Memo (IRB)
   Only required if the research involved human subjects
☐ Use of Animals in Research Approval Memo
   Only required if the research involved animals

DEADLINES AND REQUIRED DOCUMENTS FOR SUBMITTING A THESIS

The deadlines are set as late as possible to allow the necessary time for processing by the Office of Graduate Education, the Registrar's Office and other offices involved in graduation and commencement.
No extensions are possible.

DEADLINES SUMMER 2023

	REGULAR DEADLINES
Priority Graduation Application Deadline for Summer 2023*****	June 10, 2023
Final Graduation Application Deadline for Summer 2023*****	July 15, 2023
Last day to upload thesis for review by the Office of Graduate Education	July 25, 2023
Last day to have your dissertation *approved* by the Office of Graduate Education	August 3, 2023 – 12pm

*Please see Academic Calendar for any updates.

Note:

☐ No defenses can be held May 29th, June 19th, or July 4th, 2023 as the University is closed.

DOCUMENTS REQUIRED WHEN YOU SUBMIT YOUR THESIS FOR REVIEW

☐ Thesis *(PDF, Primary file)*
    Upload a draft of your thesis for format review. It does not have to be the final version but must be a complete document.
☐ UTD Copyright Tutorial Certificate of Completion (*Administrative file*)
See pages 8-9 for submission instructions to the UT Dallas ETD Submissions website

DOCUMENTS REQUIRED BY THE FINAL DEADLINE

☐ Final ***committee approved*** version of the thesis with ***unsigned*** first page

☐ Turnitin Digital Receipt (see pages 10-11 for how to obtain an originality report and receipt)

☐ Citation form signed by the Supervising Professor and student

☐ Report of Final Examination for Master's Thesis

☐ Use of Human Subjects in Research Approval Memo (IRB)
    Only required if the research involved human subjects

☐ Use of Animals in Research Approval Memo (IACUC)
    Only required if the research involved animals

PROCEDURE FOR SUBMITTING YOUR DISSERTATION/THESIS

BEFORE THE DEADLINE TO REQUEST A FINAL ORAL EXAMINATION

The process for submitting a dissertation or thesis is similar with the exception that the PhD Request for Final Oral Exam Form is only required for dissertations. The following information and documents are required when submitting your dissertation/thesis. Additional information on requirements can found by opening the ⓘ icon at the side of field boxes on the submission website.

- ☐ To submit your dissertation/thesis, go to UT Dallas ETD Submission.
- ☐ Click Login and select **Shibboleth Authentication**.
- ☐ Login using your UT Dallas NetID and password.

Verify Your Information

You will be asked to provide the following information:

- ☐ Permanent phone number
- ☐ Permanent home address
- ☐ Permanent email address (*this cannot be a UT Dallas email address*)

License Agreements

Complete the Texas Digital Library and ProQuest license agreements by checking the box at the bottom of each agreement.

Document Information

You will be asked to provide the following information:

- ☐ Title of your dissertation/thesis
- ☐ The month and year in which your degree will be awarded
- ☐ Your dissertation/thesis abstract
- ☐ At least one keyword
- ☐ The subject area(s) of your dissertation/thesis
- ☐ Your committee members and their roles
- ☐ Your committee members' email addresses
- ☐ The chapter(s) or page number(s) where any previously published material is used

NOTE: You have the option of delaying publication of your dissertation/thesis by 3 years. An email will be sent to your Supervising Professor through the submission site asking for approval of the embargo as part of the final approvals from our office. If during this 3-year period, you decide the dissertation/thesis should be published sooner, please reach out to gradeducation@utdallas.edu for the thesis/dissertation to be published to Treasures @ UT Dallas . Please contact dissepubl@proquest.com directly to request sooner publication to ProQuest.

Our office does not accept dissertation submissions via email. After you have submitted your dissertation/thesis, please wait until your status is in "Needs Correction" to upload any primary or administrative files.

Upload Your Files

☐ Primary File: Upload your dissertation/thesis manuscript in PDF format (**REQUIRED**)

☐ Supplemental Files: Upload any supplemental material, such as audio, video, or data sets (**OPTIONAL**)

☐ Administrative Files: Upload completed and signed PhD Request for Final Oral Exam Form in PDF format (**ONLY REQUIRED FOR DISSERTATIONS**)

☐ Administrative File: Upload your UTD Copyright Tutorial Certificate of Completion (**REQUIRED FOR BOTH DISSERTATIONS and THESES**)

Confirm & Submit

Check that all information is correct. You can enter and change information and files any time **before** you submit your dissertation/thesis. Once you click the "Confirm and Submit" button, you will need to contact the Office of Graduate Education to make changes.

To submit your dissertation/thesis, click the "Confirm and Submit" button at the bottom of the page. You will receive an automatic email confirming the submission of your dissertation/thesis. If you do not receive an email, contact the Office of Graduate Education.

Your dissertation/thesis will be reviewed by the Office of Graduate Education to make sure it meets UT Dallas' formatting requirements, and you will be notified of any revisions needed. Dissertations/theses submitted to our office **must be formatted using our most recent templates**. Dissertations/theses formatted without a template or with an outdated template will be rejected and students will be asked to resubmit.

BEFORE THE FINAL APPROVAL DEADLINE

☐ Submit your dissertation/thesis to Turnitin and obtain an originality report and receipt (see page 10)

☐ PhD only: Upload the revised version of your dissertation as a PDF file by the deadline for final format review (see page 6 for deadline)

☐ MS only: Upload a draft of your thesis as a PDF file before the deadline for review by the Office of Graduate Education (see page 7 for deadline)

☐ Upload other required documentation as ADMINISTRATIVE FILES *before* the final approval deadline

Your dissertation/thesis will undergo a final format check to make sure it conforms to UT Dallas' formatting standards. Your dissertation/thesis will be reviewed in the order in which it was received, and you will be notified of any corrections needed.

You can track the review progress at any time by logging on to the submission website (UT Dallas ETD Submissions).

NOTE: All required revisions must be completed before the final approval deadline.

CITATIONS AND COPYRIGHTED MATERIAL

ASSESSMENT OF ORIGINALITY AND APPROPRIATE CITATIONS

It is the responsibility of the author to make sure that all citations are included and appropriate. To guard against improper and/or missing citations and to protect academic integrity in our graduate programs, the Office of Graduate Education requires you to upload a copy of your submitted dissertation/thesis to Turnitin.com for an originality report. Turnitin.com compares the submitted document to an extensive content database to make a determination as to the source of the citations as well as the overlap with previously published documents.

UTD COPYRIGHT TRAINING FOR GRADUATE STUDENTS

- ☐ Sign into eLearning
  Go to ORGANIZATIONS and open UTD COPYRIGHT TUTORIAL FOR GRADUATE STUDENTS
  (Please contact the Office of Graduate Education if you do not see this)
- ☐ Complete the copyright tutorial and test. The test can be repeated but you must receive a score of 100% on the test before you can receive a certificate of completion.
- ☐ Upload the certificate of completion to the submission website as an ADMINISTRATIVE FILE

HOW TO OBTAIN AN ORIGINALITY REPORT AND RECEIPT

After submitting your dissertation/thesis, but **before** the final approval date:

- ☐ Sign into eLearning
  Go to ORGANIZATIONS and open GRADUATE STUDENT CITATION CHECK
  (Please contact the Office of Graduate Education if you do not see this)
- ☐ Click on "Citation Check" and follow the online instructions to upload your dissertation/thesis to Turnitin
- ☐ When the originality report becomes available, download a copy of the report and the digital receipt confirming that the manuscript has been submitted to Turnitin (see Figure 1). More detailed instructions can be found in the GENERATING AN ORIGINALITY REPORT file on the homepage of the Graduate Student Citation Check module.
- ☐ Email a copy of the report to your Supervising Professor for review
- ☐ Upload the Digital Receipt to the submission website as an ADMINISTRATIVE FILE
- ☐ Complete the Citation Form and have it signed by your Supervising Professor
- ☐ Upload the completed Citation Form to the submission website as an ADMINISTRATIVE FILE

INTERPRETING THE ORIGINALITY REPORT

The Originality Report highlights text that matches text in the databases used by Turnitin and generates a similarity index (the percentage of matches and overlap). A high similarity index does not necessarily mean plagiarism. In cases where the dissertation or thesis contains work that has been previously published the similarity index may be high. This is not an issue provided the appropriate permissions have been obtained to reproduce the material (see USE OF COPYRIGHTED MATERIAL below). There are other instances where the report identifies phrases used regularly in any given

discipline and are not of great concern. The following links provide further information, including a brief demo on to how to best interpret a Turnitin report and more general information about plagiarism (http://www.ithenticate.com/demo and http://www.plagiarism.org/).

Note: *It can take up to 24 hours to generate the originality report.*

1) Click the similarity index to see the match overview

2) Click here:

To download the originality report select "Current View"

To download the digital receipt select "Digital Receipt"

	Match Overview	×
	4%	
1	Submitted to Birkbeck ... Student Paper	1% >
2	CAROL A. HESS. "Com... Publication	1% >
3	Submitted to University... Student Paper	1% >
4	www.sibetrans.com Internet Source	1% >
5	Submitted to King's Col... Student Paper	<1% >
6	gal Internet Source	<1% >

Figure 1. Instructions for downloading a Turnitin.com report.

USE OF COPYRIGHTED MATERIAL

It is your responsibility, as author of a dissertation or thesis, to conform to the provisions of the copyright law with regard to quoting and/or reproducing copyrighted materials. If the dissertation or thesis contains any material (e.g. figures, tables, text, or photographs) taken from copyrighted sources, you must determine if permission from the copyright holder is needed. This is true even if you or your Supervising Professor are the author of the material; in such cases permission from the publisher may still be needed.

In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less or the quotation of a few lines of verse in a work of scholarship or criticism does not require written permission of the copyright owner. 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.

Should you decide that it is necessary to obtain permission from the copyright owner, the usual procedure is to write to the owner and obtain a written reply authorizing use of the material. Students must inform the copyright holder that the request extends to public availability through Treasures @ UT Dallas Institutional Repository and the prospective publication of the dissertation/thesis by ProQuest through its ProQuest Dissertations and Theses Publishing business. The instructions from the copyright holder on how to correctly acknowledge the copyrighted material within the dissertation must be followed. A footnote must be included which acknowledges or gives credit to the previous publication.

NOTE: *Permissions are commonly received through the Copyright Clearance Center at www.copyright.com. A sample permission request letter can be found in ProQuest "Copyright and Your Dissertation or Thesis".*

CITATIONS AND COPYRIGHTED MATERIAL

POLICY ISSUES PRIOR TO CONDUCTING THE RESEARCH

USE OF HUMAN SUBJECTS IN RESEARCH (IRB)

The University Institutional Review Board (IRB) for the Protection of Human Subjects is charged by the university president under federal law with the responsibility of protecting the rights of individuals who are subjects of *any* research, whether funded or unfunded, and whether on or off campus, conducted by students, faculty, or staff of The University of Texas at Dallas. Written permission must be obtained through the Institutional Review Board for the Protection of Human Subjects before any research can be undertaken involving human subjects. All research is covered, including questionnaires and observation. Forms requesting permission to undertake a study involving human subjects may be obtained from the Office of Research (AD 3.204) or the School Dean's office. The IRB approval memo must be uploaded to UT Dallas ETD Submissions as an ADMINISTRATIVE FILE before the final deadline. Please see our Example Administrative Files PDF for an example of this memo.

USE OF ANIMALS IN RESEARCH (IACUC)

The University Institutional Animal Care and Use Committee (IACUC) is charged by the university president under federal law with the responsibility of protecting the welfare of animals used in research. No animals may be used in research without the approval of the IACUC. Forms requesting permission to undertake a study involving animal subjects may be obtained from the Office of Research (AD 3.204) or the School Dean's office. The IACUC approval memo must be uploaded to UT Dallas ETD Submissions as an ADMINISTRATIVE FILE before the final deadline. Please see our Example Administrative Files PDF for an example of this memo.

CONDUCTING RESEARCH

GRADUATE STUDENT HANDBOOK

Appendix M

Request for Final Oral Examination

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Please check with your Supervising Professor to make sure that your reserved room is acceptable before submitting this form

THIS FORM MUST BE TYPED

REQUEST FOR FINAL ORAL EXAMINATION

This form must be submitted online to https://utd-etd.tdl.org/ and must be accompanied by a PDF of the dissertation at least **two weeks** prior to the date of examination. See Submission Guide for more details.

PROGRAM: _____

THIS IS TO REPORT THAT THE SUPERVISING COMMITTEE FOR:

NAME OF DOCTORAL CANDIDATE _____

has received the doctoral dissertation for the purpose of examination and now requests that the final oral examination be set for:

_____ _____ _____

DATE   TIME   DOCTORAL CANDIDATE'S UTD E-MAIL:

ROOM # / VIDEO
CONFERENCE URL: _____

TITLE OF DISSERTATION:

[   ]

COMMITTEE APPROVALS:
By their signature below, each member of the Supervisory Committee agrees that they consider the dissertation and dissertation abstract to be satisfactory for the purpose of final examination, that they are agreeable to proceed with the final examination, and that they will attend this examination on the date specified.

Print Name   **Signature**

_____   _____
Supervising Professor

_____   _____

_____   _____

_____   _____

_____   _____

Chair of the Examining Committee: I will attend this examination on the date specified.

_____   _____

Complete the following if one member of the committee will be physically absent:

☐ **WILL BE ABSENT** (Complete CommitteeMemberAbsentRemote form or email dissertations@utdallas.edu).

_____
Print name

GRADUATE STUDENT HANDBOOK

Appendix N

Request for Final Oral Examination

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

REPORT OF ORAL EXAMINATION FOR DOCTORAL DISSERTATION

(STUDENT NAME) _____ (SID) _____ (EXAMINATION DATE) _____

We, the undersigned, as the Supervisory Committee for the doctoral dissertation of *(above student)* report that he/she has presented his/her dissertation and we have conducted the examination.

The student has:

- Completed the work assigned by the Supervisory Committee.
- Passed all examinations required by the Graduate PhD Program in Biomedical Engineering.
- Completed a dissertation oral examination which gives evidence of his/her ability to perform hypothesis driven problem solving
- Completed a dissertation oral examination which gives evidence of his/her ability to perform independent research and itself constitutes a contribution to knowledge.
- We recommend that he/she be granted the degree of Doctor of Philosophy.

Conditions (if any)

_____

_____   _____
COMMITTEE CHAIR (PRINT)   (SIGNATURE)

_____   _____
MEMBER (PRINT)   (SIGNATURE)

_____   _____
MEMBER (PRINT)   (SIGNATURE)

_____   _____
MEMBER (PRINT)   (SIGNATURE)

_____   _____
OUTSIDE MEMBER (PRINT)   (SIGNATURE)

GRADUATE STUDENT HANDBOOK

Appendix O

Graduation Checklist

THE UNIVERSITY OF TEXAS AT DALLAS

ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

1. Please pay attention to important dates and deadlines listed on our [graduating students](#) page.
2. If you are graduating during the summer, be sure to review our [graduating during a summer semester policies](#) for information regarding Commencement.
3. Review your Primary Name in Orion, as it will be used for all Commencement Publications and will appear on your diploma.
4. If you would like to use the preferred name we have on your record, email graduation@utdallas.edu by the deadline under Graduation/Commencement on the [Academic Calendar](#).
5. If you need to make any changes to your primary name, please follow the official Name Change Procedures. If you need to add a preferred name, email records@utdallas.edu.
6. If you need a special character added to your name please email graduation@utdallas.edu for assistance by the name change deadline.
7. If you have international guests you would like to invite to your commencement ceremony and need an Embassy Letter you can use these [step-by-step instructions to print your Embassy Letter (PDF).](#)
8. Find out more about your [Approved Graduation Regalia](#).
9. Order your graduation announcements from [Herff Jones](#). (Herff Jones is the official UT Dallas vendor.)
10. Tickets will not be available to claim electronically until 3-4 weeks before Commencement. Visit the Commencement Ceremony tickets page for more information.
11. Read the Commencement Ceremony Instructions for you and your guests.
12. Participating in Commencement with Latin and Major Honors: A student with less than 45 UT Dallas graded credit hours in the semester prior to graduation may receive their Latin Honors medallion at Commencement if and only if they meet the following conditions:
13. You must be enrolled in enough hours to meet the 45 hours requirement in the semester you are choosing to walk at commencement (i.e. a student who will officially graduate in summer but choosing to walk in spring must be enrolled in enough hours to meet the 45 hours requirement at end of spring not summer).
14. You should not have initiated any drop/withdrawal procedures that would drop you below the 45 hour requirement.
15. You must have been passing all courses at the time of midterm grades.
16. You must meet these requirements by the incomplete deadline for the term you are planning to participate in Commencement.
17. Find out how and when you will receive your diploma.

GRADUATE STUDENT HANDBOOK

Appendix P

Graduate Change of Program Form

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Addition of a Master's Degree
(for PhD Students only)

UT DALLAS

Office of the Registrar

Submit completed form to Student Services Building or mailstop ROC 13

You must consult with your advisor before completing this form. Some departments/programs have an online application requirement in order to enter or switch programs. There is no guarantee you will be accepted into the new program you wish to enter.

Name _____UTD-ID_____

     Last   First   MI

My current PhD program is _____

           (School)   **(Degree)**   **(Major)**

Are you graduating this semester?   ☐ Yes ☐ No

☐ Close my current program (above) and begin the program below

☐ Leave the PhD program open (above) and add the master's program below

List new master's program:	
List the program sub-plan, where applicable:	

Please note: All requests to add a master's degree must be submitted to the Office of the Registrar by the first day of classes indicated in the Academic Calendar. If your request is submitted after this date, your matriculation will not be open until the following semester.

*Student Signature_____**Date**_____

*Advisor Signature_____**Date**_____
(For New Graduate Program)

*Associate Dean Signature_____**Date**_____
 *required signatures – will not be processed without consent.

Registrar's Office

Attention F-1 and J-1 Students:

A change to your academic program will have immigration consequences. These include the need to apply for updated immigration documents. Ensure that you understand the potential consequences to your immigration status prior to a change to your program going into effect.

GRADUATE STUDENT HANDBOOK

Appendix Q

Acknowledgment of Previously Collected Data

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Acknowledgment of Previously Collected Data

Biomedical Engineering Ph.D. Program

The undersigned members of the Dissertation Committee hereby acknowledge that the proposal of
_____ will be conducted using data previously
collected by:

□ the student
□ others (as in the case of using archival data)
□ additional; please specify: _____
_____
_____

If data beyond pilot data has been collected, the student will specify to the dissertation committee the source of the data to be used for the dissertation research, the student's involvement with the projects from which the data are to be drawn, and why the use of the data is appropriate for the dissertation research project. This information and plan for the dissertation research must be approved by the dissertation committee

_____   _____
Chair   Please Print   Signature

_____   _____
Co-Chair   Please Print   Signature

_____   _____
                         Please Print   Signature

_____   _____
                         Please Print   Signature

_____   _____
                         Please Print   Signature

_____   _____
                         Please Print   Signature

_____   _____
                         Please Print   Signature

GRADUATE STUDENT HANDBOOK

Appendix R

Campus Map

THE UNIVERSITY OF TEXAS AT DALLAS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Legend

- ACADEMIC BUILDINGS
- RESIDENTIAL BUILDINGS
- FACILITIES
- PARKING STRUCTURES
- SERVICE ROADS
- CONSTRUCTION
- CLOSED

NORTHSIDE

N

Roads and Streets

STEWART DR
SYNERGY PARK BLVD
N. FLOYD RD
LOOP RD
BRYCE JORDAN DR
WATERVIEW PKWY
FRANK JOHNSON DR
FRANKLYN JENIFER DR
LOOP RD NW
DRIVE G
DRIVE A
LOOP RD SW
CULLUM ST
TATUM ST
FIELD ST
LAWNMEADOW DR
LUNDY'S LN
BUNKER HILL
VICKSBURG LN
GETTYSBURG LN
UNIVERSITY PKWY
W. CAMPBELL RD

Lots

LOT W
LOT T OVERFLOW
LOT T
RES LOT NORTH WEST
RES LOT NORTH
LOT P
LOT N
LOT S
LOT A
LOT A
LOT B
LOT B
LOT C
LOT C
LOT D
LOT R
LOT G
LOT E
LOT H
LOT I
LOT V
LOT Q
LOT J
LOT J
LOT F
LOT M NORTH
LOT M WEST
LOT M EAST
LOT M SOUTH
LOT U

Buildings

SPN
SPN LOT
WSTC
RHNW
RHN
RHW
RCW
DHW
RHSW
RHS
UV HOUSING OFFICE
62 63
61
54 55 56
53 59 58 57
67
66
65
PHASE 8
PHASE 8A
PHASE 9
PHASE 7
50 51
49 48
45 46
44 43
PHASE 6
PHASE 4
35 36
34
PHASE 5
41
40
38 39
33
ML2 ML1
PS4
ECSW
HH
EP
AH1 AH2
CB3
CB1 CB2
RL
BSB
CR
CRA
FM
PD
SB
SG
PS3
NL
NB
CB
PHA
PHY
AD
SCI
JO
TH
GR
SLC
FN
BE
FO
GC
FA
ECSN
SU
MC
SUFC
ECSS
SSA
SSB
ATC
DGA
PS1
SUP
AB
VCB
JSOM
ROW
ROC
PHASE 1
3
2
5
7
6
9
8
11
10
PHASE 3
24 25
26
12 27
4
31 30 29 28
15 18
14 16 17
19
23 22 21 20
PHASE 2
CH7
CH6

Athletic Facilities

TRACK
SOCCER FIELDS
BASKETBALL AND VOLLEYBALL COURTS
TENNIS COURTS
SOFTBALL FIELD
BASEBALL FIELDS
CRICKET FIELD

UTD
THE UNIVERSITY OF TEXAS AT DALLAS

Check map.utdallas.edu for most recent information.

UPDATED 03/28/23

THE UNIVERSITY OF TEXAS AT DALLAS

Campus Map Buildings & Locations

Please check *map.utdallas.edu* for the most recent information.

AB	Activity Center	D3
AD	Administration	B3
AH1	Arts and Humanities 1	C2
AH2	Arts and Humanities 2	C2
ATC	Edith O'Donnell Arts and Technology Building	D3
BE	Lloyd V. Berkner Hall	C3
BSB	Bioengineering and Sciences Building	B3
CB	Classroom Building	C3
CB1	Classroom Building 1	C2
CB2	Classroom Building 2	C2
CB3	Classroom Building 3	C2
CR	Callier Center Richardson	B3
CRA	Callier Center Addition	B3
DGA	Davidson-Gundy Alumni Center	D4
ECSN	Engineering and Computer Science North	C3
ECSS	Engineering and Computer Science South	D3
ECSW	Engineering and Computer Science West	D2
EP	Energy Plant	C2
FA	Founders Annex	C3
FM	Facilities Management	B3
FN	Founders North	C3
FO	Founders Building	C3
GC	Cecil and Ida Green Center	C3
GR	Cecil H. Green Hall	C3
HH	Karl Hoblitzelle Hall	C2
JO	Erik Jonsson Academic Center	C3
JSOM	Naveen Jindal School of Management	D3
MC	Eugene McDermott Library	C3
ML1	Modular Lab 1	C2
ML2	Modular Lab 2	C2
NB	North Office Building	B3
NL	North Lab	B3
PD	Police	B4
PHA	Physics Annex	C3
PHY	Physics Building	C3
PS1	Parking Structure 1	D4
PS3	Parking Structure 3	B3
PS4	Parking Structure 4	D2
RL	Natural Science and Engineering Research Lab	B3
ROC	Research and Operations Center	D1
ROW	Research and Operations Center West	D1

SB	Service Building	B4
SCI	Sciences Building	C3
SG	Safety and Grounds	B4
SLC	Science Learning Center	C3
SSA	Student Services Building Addition	D3
SSB	Student Services Building	D3
SU	Student Union	C3
SUFC	Student Union Food Court	D3
SUP	Satellite Utility Plant	D4
SPN	Synergy Park North	A2
SP2	Synergy Park North 2	A2
TH	University Theater	C3
VCB	Visitor Center and University Bookstore	D3
WSTC	Waterview Science and Technology Center	B1

UNIVERSITY HOUSING

RHW	Residence Hall West & University Housing Office	B1
RHN	Residence Hall North	B2
RHNW	Residence Hall Northwest	B2
RHS	Residence Hall South	B2
RHSW	Residence Hall Southwest	B2
P1	Phase 1 *(Buildings 2-12)*	D1
P2	Phase 2 *(Buildings 14-23)*	E1
P3	Phase 3 *(Buildings 24-31)*	D2
P4	Phase 4 *(Buildings 33-36)*	D1
P5	Phase 5 *(Buildings 38-41)*	D2
P6	Phase 6 *(Buildings 43-46)*	C2
P7	Phase 7 *(Buildings 48-51)*	C1
P8	Phase 8 *(Buildings 53-59)*	C2
P8A	Phase 8A *(Buildings 61-63)* & Leasing Office	C1
P9	Phase 9 *(Buildings 65-67)*	C2
CH7	Canyon Creek Heights North	E1
CH6	Canyon Creek Heights South	F1

PARKING

PS1	Parking Structure 1	D4	Lot M East		D4
PS3	Parking Structure 3	B3	Lot M North		E4
PS4	Parking Structure 4	D2	Lot M West		E3
			Lot M South		E4
	Res Lot North	B2	Lot N		B3
	Res Lot Northwest	B1	Lot P		B3
			Lot Q		D4
	Lot A	B4	Lot R		B3
	Lot B	C4	Lot S		B3
	Lot C	C4	SPN Lot		A2
	Lot D	C4	Lot T		B2
	Lot E	C4	Lot T Overflow		B1
	Lot F	D3	Lot U		F3
	Lot G	C3	Lot V		D1
	Lot H	C2	Lot W		B1
	Lot I	D2			
	Lot J	D3			