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**DOCTORAL DEGREE**  
**REGULATIONS**



## DOCTORAL DEGREE REGULATIONS

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## **DEGREE REQUIREMENTS**

### **Residence Requirement**

A student must spend at least two consecutive semesters (Fall and Spring, Summer Sessions I and II and Fall, or Spring and Summer Sessions I and II) in residence as a full-time student taking a minimum of 9 semester credit hours each residence semester.

### **Grade-Point Average**

A grade-point average of "B" (3.0 on a 4.0 scale) must be maintained in each of the following:

1. all coursework completed at UTSA
2. graduate courses in the student's major
3. graduate courses in the student's support field.

In computing grade-point averages, grades from other institutions are not used.

### **Course Requirements**

No specific number of semester credit hours of coursework has been established for doctoral programs at UTSA, although advanced coursework is an essential part of a doctoral candidate's preparation. Individual doctoral programs may set minimum semester credit hour requirements for the attainment of the degree.

### **Support Work**

In addition to courses and research in a field of specialization within the major, supporting coursework will be taken to broaden or supplement the student's preparation.

Such support work may consist of coursework in one area or several; it may be in conference, laboratory, or problems courses; it may be a supervised activity off campus relevant to the major interest. Some portion, not necessarily all, of the support work will normally be outside the major area, unless that area is in itself of a multidisciplinary nature. At least three courses or the equivalent from outside the area of specialization generally will be required.

### **Language Proficiency**

All students are required to possess a competent command of English. Proficiency in a foreign language is a matter of degree option. Students should refer to individual degree descriptions for English and foreign language proficiency requirements.

## **TRANSFER OF CREDIT**

Students are expected to complete all coursework at UTSA. Exceptions require approval of the appropriate graduate studies committee and the Office of the Provost

and Vice President for Academic Affairs, the administrative office responsible for graduate education.

## **Limited Acceptability**

### **UTSA Undergraduate Courses**

Credit earned in undergraduate-level courses may not normally be applied to a doctoral degree program. Such courses may be taken to meet background or support requirements, if necessary.

### **Not Accepted**

#### **Correspondence and Extension Courses**

Courses completed by correspondence or by extension may not be applied to a doctoral degree program.

## **ADMISSION TO CANDIDACY**

All students seeking a doctoral degree at UTSA must be admitted to candidacy. In order to be admitted to candidacy, the student must comply with the following requirements:

1. fulfill the requirements for unconditional admission as a graduate degree-seeking student, which entails the removal of any conditions assigned at the time of admission
2. satisfy any special admission requirements established for the degree program
3. be in good standing
4. have passed a qualifying examination (written, oral, or both) prepared by the Graduate Studies Committee for the major program and have met any other requirements specified by the Graduate Studies Committee for the program
5. submit a proposed program of study
6. be recommended for admission to candidacy by the appropriate graduate studies committee, which in the case of interdisciplinary programs is a committee appointed by the Office of the Provost and Vice President for Academic Affairs, consisting of no fewer than five members of the graduate faculty, with at least one representative from each of the disciplines included in the program
7. be approved for admission to candidacy by the Office of the Provost and Vice President for Academic Affairs.

## **INTERIM MASTER'S DEGREE**

Students admitted to doctoral programs directly from the bachelor's degree level (without the requirement of a master's degree) who desire to take the master's degree as part of the program for the doctorate must meet the following requirements:

1. Complete the appropriate set of 36 semester credit hours of coursework matching, to the satisfaction of the appropriate graduate studies committee, the 36 hours required for regular master's degrees at UTSA in the specified area.
2. Pass a qualifying examination related to the above 36-semester-credit-hour program, administered under the standard UTSA regulations. (If the doctoral Qualifying Examination has been administered and passed, this requirement has been met.)
3. Apply for award of the master's degree at the time and in the manner prescribed for regular master's degrees at UTSA.
4. Present to the Office of the Provost, through the Office of the Dean of the appropriate college
  - a. an approved program of study for the master's degree
  - b. certification of having passed the Qualifying Examination
  - c. a transcript (or certification from the Office of Admissions and Registrar) showing a GPA of 3.0 or better and current good standing
  - d. certification of removal of any conditions imposed on admission.

Courses counted as indicated above toward the master's degree may also be included in the overall requirements for the doctorate.

## **COMPLETING THE DEGREE**

### **Program of Study**

Before admission to candidacy, the student's proposed program of study is under the direction of the Graduate Studies Committee in the major program area through an appropriate program advisor, if designated, and the Graduate Advisor of Record. Upon admission to candidacy and the formation of the student's dissertation committee, the program of study comes under the purview of the Dissertation Committee, which reviews the proposed program of study and recommends to the Graduate Studies Committee any additional course requirements. The final program of study, as approved by the Graduate Studies Committee, is then recommended to the Office of the Provost and Vice President for Academic Affairs for approval. Approval of the final program of study by the Office of the Provost and Vice President for Academic Affairs is a degree requirement. All completed coursework that is included in the final program of study must have been taken within the preceding eight years. No course for which a grade of less than "C" was earned can be applied to the doctoral degree.

### **Qualifying Examination**

All students seeking a doctoral degree must pass a qualifying examination. The Qualifying Examination for the doctoral degree is taken upon completion of coursework in the final approved program of study. This examination consists of questions to test the candidate's knowledge and command of the major field. An examination covering support work is not a University-wide requirement, but may be required at the discretion of the Graduate Studies Committee or the Dissertation Committee.

## **Registration during Examination Semester(s)**

Students must be registered during any semester or summer term in which they are taking required examinations.

## **Dissertation Committee**

Upon admission to candidacy and in consultation with the Graduate Advisor of Record, the student selects his or her supervising professor with that professor's consent. The supervising professor, who chairs the Dissertation Committee, must be a member of the graduate faculty of UTSA. Additional members of the Dissertation Committee are recommended by the supervising professor, in consultation with the student, to the Graduate Studies Committee. Upon recommendation of the Graduate Studies Committee, the Office of the Provost and Vice President for Academic Affairs appoints the Dissertation Committee. The committee must consist of at least four members, including the supervising professor, who consults with other members of the committee as work proceeds.

In addition to recommending the student's final program of study to the Graduate Studies Committee and supervising the research and writing of the dissertation, the Dissertation Committee certifies to the Office of the Provost and Vice President for Academic Affairs that all degree requirements have been fulfilled.

## **Progress Review**

If the doctoral degree is not completed within three years from the date of passing the Qualifying Examination, the Graduate Studies Committee will review the student's progress at the end of the three-year period and annually thereafter. The committee may recommend that the student meet new requirements that have been adopted in the interim or take additional courses; it may also recommend that the student's candidacy be extended one or two semesters, or that it be terminated. Recommendations of the Graduate Studies Committee are forwarded to the Office of the Provost and Vice President for Academic Affairs.

## **Doctoral Dissertation**

A dissertation is required of every candidate and must be an original contribution to scholarship, based on independent investigation in the major area. It must be approved by the Dissertation Committee. Registration for the dissertation must be for a period of more than one semester or Summer Session. During each semester or Summer Session that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, he or she is required to enroll in the appropriate dissertation course.

## **Final Oral Examination (Defense of Dissertation)**

A satisfactory final oral examination is required for the approval of a dissertation. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the supervising professor notifies the Office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the date of the final oral examination.



The examination covers the dissertation and the general field of the dissertation, and other parts of the student's program as determined by the committee. All members of the Dissertation Committee must be satisfied that the student has

1. completed the work assigned by the committee
2. passed all examinations required by the program's graduate studies committee, including the final oral examination
3. completed a dissertation which is an independent investigation in the major field, and itself constitutes a contribution to knowledge
4. submitted an abstract for publication in *Dissertation Abstracts International*, which meets with the approval of the committee.

Once this is complete, the members of the Dissertation Committee sign the approval sheets for the doctoral dissertation and make an official recommendation to the Office of the Provost and Vice President for Academic Affairs that the doctoral degree should be awarded. Approval must be unanimous.

### **Submission and Publication of Dissertation**

When the student has successfully defended the dissertation, he or she must arrange for its publication, usually by microfilm reproduction of the complete dissertation. Five unbound copies, including the original of the dissertation, must be forwarded to the Office of the Provost and Vice President for Academic Affairs. The copies are then transmitted to the library and sent to UMI for reproduction and binding. The student is required to pay \$50 publishing and \$10 (per copy) binding fees. Other forms of publication of the dissertation may be accepted to fulfill the publication requirement. A proposal for an alternative to microfilm reproduction must be approved by the Office of the Provost and Vice President for Academic Affairs.

Publication by microfilm does not preclude subsequent publication of the dissertation, in whole or in part, as a monograph or in a journal. Registration of copyright at the author's expense may be arranged, if desired and appropriate, by completing a form available from the Office of the Provost and Vice President for Academic Affairs. In order to protect patent or other rights, the student or supervising professor may request that the Office of the Provost and Vice President for Academic Affairs delay publication for one year. This request must be supported by a written recommendation by the student's supervising professor.

