

## Instructions for Dissertation Defense Report (DDR)

Doctoral Students Form Only

The dissertation represents the culmination of the student's academic efforts and so is expected to demonstrate original and independent research activity and be a significant contribution to knowledge. Doctoral students must submit the Dissertation Defense Report showing the dissertation has been defended and the defense has been unconditionally passed. Office of Records no later than one week before the first scheduled university Commencement Ceremony in order to participate in any college/school ceremony.

- Complete the Dissertation Defense Report in its entirety
- The Committee Chairperson/Supervisor will record the result of the Dissertation Defense Report and the Committee's recommendations
- Acquire (typically done by Chairperson/Supervisor) **REQUIRED** signatures from
  - Chairperson/Supervisor
  - Committee Members
  - Graduate Advisor/Coordinator
  - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via [gradteam@uta.edu](mailto:gradteam@uta.edu)

The Office of the Registrar must receive this report after each administered examination, regardless of the outcome of the examination. An unconditional pass is required before degree will be conferred. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.

All doctoral students must be aware of requirements and deadlines associated with the dissertation, final defense, and submission of the final copy of the manuscript to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

**University of Texas at Arlington  
Office of the Registrar  
Graduation Team**

University Administration Building  
Room 129 · Box 19088  
701 South Nedderman Dr  
Arlington, TX 76019-0088

Phone: 817-272-3372  
Email: [gradteam@uta.edu](mailto:gradteam@uta.edu)

**Reminder:** Make sure you retain a copy for your records.

The University of Texas at Arlington  
**DISSERTATION DEFENSE REPORT (DDR)**

*This report must be submitted to the Office of the Registrar, via email to [gradteam@uta.edu](mailto:gradteam@uta.edu), after the examination is administered regardless of the outcome of the defense. Students & advisors should consult the current Graduate Catalog for deadline dates applicable to the administration & report of the exam. The student must be enrolled in the term in which he/she takes the Dissertation Defense. An unconditional pass is required before degree can be conferred. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.*

Student: \_\_\_\_\_ Date of Examination: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UTA ID: \_\_\_\_\_ Degree Name: \_\_\_\_\_ College/School: \_\_\_\_\_ Dept: \_\_\_\_\_  
*Example: History BA to PhD*

Supervisor: \_\_\_\_\_ Title of Dissertation \_\_\_\_\_

This is to report that the above-named student, under the direction of their committee, completed the Dissertation Defense with the following results

Passed Unconditionally, the dissertation document and defense fully satisfy requirements for the doctoral degree.

Passed, with following conditions that must be satisfied

Failed, with permission to retake with these stipulations

Failed, dismissed from the program

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Student