

# GRADUATION APPLICATION INSTRUCTIONS

Please keep for your records.

Rev. 10/2015

1. An approved Degree Plan must be on file with your Major department prior to completing an APPLICATION FOR DEGREE form. Review the graduation requirements as specified in the University Catalog under which you are graduating as indicated on your degree plan. **Note: the catalog under which you intend to graduate must not be older than 7 years (for Master's) or 10 years (for Doctoral) from the anticipated date of graduation.**
2. Complete the GRADUATION APPLICATION form (attached). **Note: A student may earn only one degree at a time.** He/she may have more than one Major, but will have to select a Primary Major so that the one degree may be awarded.
3. Complete the top portion only on the application and return the form to the Graduate College office. Applications SUBMITTED AFTER THE PUBLISHED DEADLINE WILL BE CONSIDERED LATE. (Late application will be processed in a timely manner, but there are no guarantees that your name will appear in the Commencement Program due to deadlines that must be met in order to have it printed on time).
4. Payment: After you turn in your application, the Graduate College will post the fee of \$32 to your online account. Please allow one full business day for your fee to be posted.
5. It is your responsibility to know all the requirements for the degree you are seeking:
  - a. You must successfully complete all the requirements that has been approved by your Major Department and specified on your Official Degree Plan.
  - b. A student who chooses to pursue the Thesis Option should consult with the Graduate Advisor in their Major Department for specific procedures that must be followed. In order to have the title of your thesis printed in the Commencement program, it must be approved prior to printing deadlines, which are approximately eight weeks before graduation.
  - c. In order to fulfill the requirement for a master's degree, a minimum of one-third of course credits towards a graduate degree must be earned in residence, i.e., a minimum of one-third of the credits towards a graduate degree must be earned through instruction offered by UTRGV. Transfer students may be required to complete additional hours above those on their degree plan to meet this requirement.
6. Information concerning your Commencement ceremony, purchasing academic regalia and ordering invitations will be sent to you approximately 8 weeks before Commencement. If you do not receive this information, please contact the Office of the Registrar at (956) 665-2201.
7. Contact Information  
You may deliver this signed form to the Graduate College office, fax it, or email it as an attachment to [gradcertification@utrgv.edu](mailto:gradcertification@utrgv.edu).

## Graduate College

Edinburg Campus  
1201 W. University Drive,  
Marialice Shary Shivers Bldg. 1.158  
Edinburg, TX 78539  
Ph: (956) 665-3661 Fax: (956) 665-2863

Brownsville Campus One  
West University Blvd.  
Sabal Hall 1.202,  
Brownsville, TX 78520  
Ph: (956) 882-6552 Fax: (956) 882-7279

Dear Graduate,

If you are applying for Summer graduation, please be aware that there are two certification periods.

If you will be finished with your degree requirements by the end of the regular Summer I session, your degree will be certified in July. If you will finish your requirements at the end of the extended 10-week summer session or the regular Summer II session, your degree will be certified in August.

Graduates from both certification periods participate in the commencement ceremony held in December.

Thanks,

The Graduate College

# Graduation Application Master's and Doctoral Degrees

**Deadlines** ■ Spring: October 1 ■ Summer: February 1 ■ Fall: May 1

Fee - \$32

**Graduation Term (check one)**

May  July (Summer 1)  August (Summer II)  December 20\_\_\_\_\_

**Accelerated Online Graduation Term Date:**

20 \_\_\_\_\_  
Feb Apr Jun Aug Oct Dec

## Student Information

Name \_\_\_\_\_ I.D# \_\_\_\_\_

Candidate for Degree in \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

## For Department Use Only

Indicate Capstone Experience (Check all that apply)

- Master's Project  Capstone Course  Comprehensive Exam – Written  Professional Report  
 Thesis/Dissertation  Electronic Portfolio  Comprehensive Exam – Oral

Date completed/ Date to be completed \_\_\_\_\_

Substitutions \_\_\_\_\_

Waivers \_\_\_\_\_

Transfer Courses \_\_\_\_\_

Academic Program Coordinator  
/ Faculty Director \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

- Graduating students must meet institutional residency requirements by completing a minimum of 1/3 of credits towards the degree at UTRGV.
- If you do not complete all requirements for graduation as required, please submit a transfer of graduation form to the Graduate College to transfer your graduation date to a later semester before the application deadline.

[gradcertification@utrgv.edu](mailto:gradcertification@utrgv.edu)