



Eligibility:

- Candidates who have completed all requirements for graduation and who need to register for the purpose of having a degree conferred (not to take courses or complete a thesis or project) are eligible to register **in absentia**.
- Candidates who have provided a written thesis or project to their committee chair and successfully completed their oral thesis or project defense prior to the end of the registration period for the semester of graduation are deemed to be eligible for **in absentia** registration if the student has previously registered for the maximum credit hours of thesis or project allowed to count toward the degree.
- The most common use of **in absentia** registration occurs when a student completes the thesis or project after the deadline for submission in a given semester and therefore must graduate in the following term.
- Candidates should contact the Bursar's Office for applicable fee charges and financial aid implications.

Last Name: _____

First Name: _____

Student ID: _____

UTPB Email: _____

Graduate Program and Degree: _____

Semester and Year of In Absentia Status/Proposed Graduation: _____

Have you completed all degree requirements? Y N Have you applied for graduation? Y N

Signature of Student

Date

Approving Signatures in Routing Order:

Printed Name of Graduate Advisor

Signature of Graduate Advisor

Date

Printed Name of Graduate Program Head

Signature of Graduate Program Head

Date

Printed Name of Department Chair

Signature of Department Chair

Date

Printed Name of College Dean

Signature of College Dean

Date

Printed Name of Graduate Studies Dean

Signature of Graduate Studies Dean

Date

Printed Name of Financial Aid Rep

Signature of Financial Aid Rep

Date

Printed Name of Registrar or Rep

Signature of Registrar or Rep

Date