

# Spring 2018 Graduate Student Graduation Procedures

If you are applying for Spring 2018 graduation please note that your application must be turned in to the Registrar's Office and Graduate Studies Office by **March 9, 2018. No late applications.**

All information concerning the commencement ceremony will be emailed. Please provide a current active email address on your application.

This page contains important information regarding all that must be completed in order to complete the application process. If you have any questions about the application process please contact the Office of the Registrar. If you have concerns about your status for applying you may inquiry at the office of Graduate Studies, (432) 552-2530.

## **Graduation Application process:**

1. **Fill out the application.**
2. **Contact your advisor for approval. Advisor and Program Head/Department Chair signatures are required before submitting an application.**
3. **Return or email the Registrar copy of the application to the Registrar's Office ([registrar@utpb.edu](mailto:registrar@utpb.edu)) and return or email the Graduate Studies copy of the application to the Graduate Studies Office ([gradstudies@utpb.edu](mailto:gradstudies@utpb.edu))**
4. **Make sure you have an official degree plan on file with the Graduate Studies Office. A degree check must be completed before you can be cleared.**
5. **Graduation Application fee (\$25) will be placed onto your MyUTPB account.**
6. **Pay the fee online through your MyUTPB account or with the Accounting Office.**

## **Registering In-Absentia**

All students who are graduating must be registered at UTPB during the semester they intend to graduate. If all UTPB course work has been completed, the applicant must be registered In-Absentia.

## **Changing your Graduation Date**

If your plans to graduate change, you must submit a signed and dated letter to the Registrar's Office. You will also need to notify your advisor and the Graduate Studies Office.

## **Sending all Transcripts**

If you are taking a course at another institution this semester you will need to request that an official transcript be sent to the UTPB Office of Admissions immediately upon completion. Your diploma will not be released until an official transcript showing the successful completion of that course has been received by the University.

## **Clearing Your Holds**

Students who have overdue library books or an overdue financial obligation to the university cannot receive a diploma.

**Grades-**Your diploma will not be released until all of your grades for the semester have been turned in to the Registrar's Office. This includes courses that end after graduation is scheduled.