



# GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

## APPLICATION FOR GRADUATE DEGREE Submit to the Graduate School Page 1 of 2

**Applicant's Name:** (must match official University records on Goldmine -- your official name will be printed in the program, The Prospector, on the Commencement reader card and YOUR DIPLOMA)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ UTED ID#: \_\_\_\_\_

**Diploma Mailing Address:** Your diploma will be mailed to this address

Number & Street / PO Box: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  Change my Mailing address in Goldmine to the one above

**IMPORTANT:** If you have the "confidential" indicator on your records, we will NOT publish your name in the official UTEP Commencement program nor release your name to external media outlets. Furthermore, your college may not include your name in any pre-commencement materials nor include your picture and/or name in any department/college websites. If you want your picture and/or name included in ALL of these, please come to Registration & Records to release the "confidential" indicator from your records.

The name as it appears on the official university record will be used for the commencement ceremony, publications and diploma. Please ensure that the name we have in our records is what you want printed on your diploma. You must complete and turn in a Name or Social Security Number Change Form in order to change your name but only if it is incorrect (see our website for details). Example: Your last name has your father's name and your mother's maiden name but only one is in the system. If you want your "full name" on your diploma then it must be in our records. This would also apply to any numbering or seniority (II, Sr., etc.). The only modification to the official name without such a name change would be in case of accents (é, ñ, ö, etc.) or middle initials in place of full middle name.

**Expected Graduation Date:** Select semester AND indicate year

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Fall 20</b> _____ (December conferral) | <input type="checkbox"/> <b>Spring 20</b> _____ (May conferral) | <input type="checkbox"/> <b>Summer 20</b> _____ (August conferral) |
| <input type="checkbox"/> I will walk in December ceremony          | <input type="checkbox"/> I will walk in May ceremony            | <input type="checkbox"/> I will walk in May ceremony               |
| <input type="checkbox"/> I will not attend commencement            | <input type="checkbox"/> I will not attend commencement         | <input type="checkbox"/> I will walk in December ceremony          |
|  |   | <input type="checkbox"/> I will not attend commencement            |

**Section to be completed by your Graduate Program Advisor or Program Director**

Degree Code: \_\_\_\_\_ Major Code: \_\_\_\_\_ Concentration Code: \_\_\_\_\_

**Fill out the following IF APPLICABLE**

Title of Thesis/Dissertation/Project/Capstone/etc. \_\_\_\_\_  
\_\_\_\_\_

Scheduled Defense Date: \_\_\_\_\_

<u>Committee Information</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
Chair: _____	_____	_____	_____
Co-Chair: _____	_____	_____	_____
Member: _____	_____	_____	_____
Member: _____	_____	_____	_____
Member: _____	_____	_____	_____
Member: _____	_____	_____	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals** This student is a candidate for the degree on the term as indicated above. All degree and major information on this application is correct.

**NOTE:** A new application must be submitted if the student does not graduate.

**Graduate Program Advisor or Program Director**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College Dean** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate School Dean** Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Instructions

1. Refer to the calendar in the current Schedule of Classes for the graduation application submission deadlines for:

- |   |             |
|---|-------------|
| a) On-time submission -                             | \$35.00 fee |
| b) Late submission -                                | \$50.00 fee |
| c) The last date for name to appear in Commencement | \$50.00 fee |

Graduation applications submitted after this date will be processed, but your name will NOT appear in the Commencement Program because of printing time constraints.

2. Take your completed Application for Graduate's Degree to your Graduate Program Advisor or Program Director for approval.

3. Submit your application to the Graduate School for processing.

4. The Graduate School will post applicable charges to your account.

5. If you do not graduate on the conferral date selected on this form you will be required to resubmit a graduation application. Your previous graduation fees will be refunded.

6. If you have the "confidential" indicator on your records, your name will not be printed in the official Commencement program nor be released to the Prospector. To remove the "confidential" indicator from your records, go to the Registration and Records Office, Mike Loya Academic Services Building Room 107, in time to include your inclusion in those printed documents.

### Limitations for Summer Candidates Participating in the May Commencement Ceremony

Summer candidates may participate in the May commencement ceremony if the degree can be completed during the summer session. Summer candidates' names will not appear in the May program. Summer candidates who do not participate in May commencement may participate in December commencement. Summer graduates' names will only appear in the December program. Summer candidates participating in May commencement must complete the application process by the published deadline for May graduation.

### Posting Award to Transcript

Following submission of grades by the faculty, departments, and advisors, the Graduate School will do a final audit of your academic records to ensure that you've met all degree requirements; in approximately four to six weeks, your degree will be posted on your transcript. To congratulate you on the attainment of your degree, you will be given one complimentary UTEP transcript (official) showing the awarded degree by the Registration and Records Office. The complimentary copy can be picked up at the Registration and Records or mailed to you on request. Complimentary transcripts will not be mailed to third parties.

### Receipt of Your Diploma

You will receive your original diploma about twelve weeks from graduation by mail. It is extremely important that your MAILING address is correct in our system. You may also want to ensure that you do not have holds that will delay your diploma. The most common holds that effect graduation diplomas are "Balance Due" and "Exit/Default". Contact Student Business Services at 747-5116 for information on the balance due hold. Go to [http://www.nsls.ed.gov/nsls\\_SA/SaEcWelcome.do](http://www.nsls.ed.gov/nsls_SA/SaEcWelcome.do) to take care of the exit/default hold.

### Diploma Replacement & Mailing Fees

Information about replacing a diploma is available on the Diploma Replacement Request form. The form is available at the Registration & Records Office MLASB 107, or call (915) 747-5544, during their regular office hours Monday-Friday 8:00 a.m.-5:00 p.m. The form is also available online at Registration & Records > Student Forms.

### Collection of Personal Information Notice

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of The Texas Government Code) and rules. Different types of information are kept for different periods of time.