Graduation
Information Presentation

Graduate School
Welcome

- Checklist
- Required Forms
- Deadlines
- Commencement

Please read the following slides for information on graduation.
Graduation Information Session

Graduation vs Commencement
Graduation Information Session

• Graduation is the process of being awarded a degree.

• An Application for Graduate degree must be submitted and University degree requirements must be met by posted deadlines to graduate.

Although graduation and commencement are corresponding events, they are not the same. You must apply for graduation to participate in commencement.
Graduation Information Session

• Commencement is the ceremony held at the end of each spring and fall semester to recognize the attainment of a degree.

• Only students who have applied for graduation may participate in commencement.

• A final degree audit must be completed after final grades post and before the degree is awarded and you officially graduate.
The following is a brief summary of forms required for graduation.
Forms

Degree candidates are required to submit the following forms:

- Application for Graduate Degree
- Final Degree Plan
- Completion/Defense Form
Forms

Doctoral Degree candidates are also required to submit the following:

- Biographical Sketch
- Survey of Earned Doctoral Degrees (Ph.D. degree recipients only)
• Graduate School website:

http://graduate.utep.edu

Thesis and Dissertation Guidelines are also included on this page.
Forms

Graduation forms are located at the Graduate School website under:

- **Current Students**
  - **Forms**

Forms can be filled online and printed for graduate advisor, thesis/non-thesis/dissertation committee, and college dean signature approvals.
Forms

Application for Graduate Degree

Required Information

- Degree Information
- Title of thesis/dissertation
- Scheduled Defense Date
- Committee members printed names
- Graduate Advisor Approval
- College Dean approval

Make sure the application includes all required information!
The Final Degree Plan is a list of courses that make up your degree.

The Final Degree Plan should ONLY include courses that are part of your degree.

Total courses/hours listed should equal total degree requirements.

Example:
- 30 hours = 10 courses
- 36 hours = 12 courses

Only include courses that apply towards your degree – do not include PE courses or courses with W or F grades.
Forms

Completion/Defense Form

All students are required to submit a Defense or Completion Form.

The form requires program graduate advisor and college dean signature approval.

*Some programs submit completion results directly to the Graduate School. Please check with your program.
Email Confirmation of Graduation Application

Graduation

Congratulations!

Your graduation application has been approved. Please go to the Graduate School website for more important information on the graduation process including Graduation Deadlines, Thesis & Dissertation Guidelines, and information on the various master’s and doctoral programs offered at UTEP – http://graduate.utep.edu

Make sure you carefully check your transcript and address any grade discrepancies as this affects the awarding of your degree. Your degree cannot be awarded if any of the following grades are on your transcript: I - Incomplete, P - In Progress, and N - No grade assigned.

Pay the Diploma Fee and if applicable, the UMI Thesis/Dissertation on-line Traditional Publication fee at your earliest convenience. If you listed an international address on the graduation application, you will be assessed an additional $50 Diploma Mailing Fee to cover international mailing costs. Fees can be paid in person at the Bursar’s Office or on-line by logging onto your UTEP Goldmine account.

Please note that the name on the diploma and transcript is the official name as it appears in Goldmine. For official identification purposes, the name on the diploma or the transcript cannot differ from the Goldmine name unless you file a name change through the Records Office. Please refer to the Records Office for instructions on filing a name change.

The Records Office is responsible for sending you an email allowing you to log into Marching Orders to RSVP your participation in Commencement and your college pre-commencement ceremony. If you attempt to RSVP before receiving this email, you will receive an error message informing you that you are not eligible for graduation! Please refer all questions regarding the RSVP to the Records Office.

Do not forget to visit the official UTEP Commencement web site for information on commencement.

Finally don’t forget that graduation regalia as well as graduation announcements, etc. can be obtained at the UTEP Bookstore – UTEP Bookstore.

Please let me know if I may be of further assistance and again, congratulations!

Sincerely,

Olympia Caudillo
Olympia Caudillo, M.S.Ed.
Director, Graduate Enrollment
Graduate School, ASB 214
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ocaudillo@utep.edu

A similar notification will be sent after the Graduate School approves your application. Please read carefully – important information included.
Graduation Information Session

Graduation Deadlines

The following provides information on graduation deadlines
Graduation Deadlines

- **Master’s Degree Candidates**

- **Doctoral Degree Candidates**

*Click on either link to view Graduation Deadlines.*
Commencement

The following provides information on commencement
Commencement

• Ceremonies held at the end of the spring and fall semesters to recognize the attainment of a degree.

• Only students who have applied for graduation may participate in commencement.
**MarchingOrder**

You will be required to register at this website if you wish to participate in commencement and Pre-Commencement.

Only students who have applied for graduation will have access to this website.

E-mails will be sent in a couple of weeks to approved degree applicants with instructions on accessing the website and registering for participation in Commencement and Pre-Commencement.

*MarchingOrder is the vendor UTEP uses to help coordinate commencement*
Pre-Commencement

- Pre-Commencement is a College event.
- Pre-Commencement is not a Graduate School Event.
- Check with the Office of your respective College Dean for information on Pre-Commencement activities.
Your name **will not** appear in the program if you have a Confidential Indicator on your records. Check with the Records Office to remove the confidential indicator.
Summer Candidates

- Your name will appear in the Fall program even if you have obtained permission to participate in spring commencement.
Commencement

9:00 a.m. – College of Liberals Arts

2:00 p.m. – Colleges of Business Administration, Education & School of Nursing

7:00 p.m. – Colleges of Engineering, Science & Health Sciences

Refer to Graduation Deadlines for Commencement Dates
Report at least two hours before your scheduled ceremony.

Check-in takes place in the Auxiliary Gym located next to Memorial Gym.
Commencement

Early check-in is encouraged because photographers will be available to take graduation photographs in Memorial Gym.
Locate the Graduate School table to pick up your Commencement Reader Name Card.

Proceed to Memorial Gym to form a line in preparation to enter the Don Haskins Center.
Graduate and Doctoral students march in as “The Graduate School” so form a line behind the Graduate School banner.
Graduation Information Session

Diploma Information

The following is important information regarding your diploma.
Diploma

- Diploma lists earned degree & major

- Transcript lists degree and major and, if applicable, concentration
All Diplomas are mailed approximately 90 days after degree conferral.

If you prefer to pick up the diploma instead of having it mailed, indicate this by writing “Will Pick Up” on the address line in the Graduation Application.
Students who list an international address on the graduation application will be assessed an additional $50 Diploma Mailing Fee. This fee covers expenses for mailing the diploma outside the United States.

Contact the Records Office if you wish to make other delivery arrangements.
The “Diploma Name” is the name on record in UTEP’s student information system (Goldmine).

The diploma is a legal record so the diploma name must match the Goldmine name.

Requests to alter or change your name on the graduation application will not be honored.

Please visit the Records Office for information on filing a name change.

Pay special attention to this information regarding your “Diploma Name.”
It is your responsibility to verify that the Diploma Mailing Address (DP) and Official Name listed in UTEP’s student information system (Goldmine) is correct.

Contact the Records Office if changes to your Mailing Address or Official Name are required.

Records Office
Transcripts or diplomas will not be issued if you have an outstanding financial obligation to the University. Contact Student Business Services or Financial Aid for more information.

Office of Financial Aid

Student Business Services
Please address all inquiries regarding transcripts and diplomas to the Records Office
APOSTILLE CERTIFICATION WITH THE SECRETARY OF STATE OF THE STATE OF TEXAS

Information on Apostille

Please contact the Records Office for information on apostille certification of your diploma.
Other Important Information

The following provides additional information on Commencement.
Preparing for Graduation

Use this link to obtain detailed information on graduation.
Commencement regalia, graduation announcements and invitations, class ring, etc. can be obtained at the UTEP Bookstore.
Honor’s designation is not available at the graduate level. Master and Doctoral students at The University of Texas at El Paso are required to maintain a 3.0 Cumulative Grade Point average to be eligible for graduation.
Final grades are available nine days after Commencement during spring and fall semesters and approximately four days after summer degree conferral date.

Degrees are posted on the transcript approximately 30 days after degree conferral.

Diplomas are mailed approximately 90 days after degree conferral.
Other Information

- If you do not meet degree requirements, please notify the Graduate School as soon as possible so we can reactivate your student record; otherwise, you will not be able to register.

- Send e-mail notification to the Graduate School requesting the withdrawal of your graduation application.
Other Information

- University policy does not allow us to defer the graduation application. If you do not graduate, you are required to re-apply for graduation.
- Graduation fees will be refunded.
If you wish to pursue another program of study or continue taking courses after graduation, you need to re-apply for admission to the Graduate School.
Congratulations!
Your Fall 2018 master's or doctoral degree has been awarded.
Transcripts with the posted degree can be ordered from the Records Office using the following link – www.utep.edu/records
Diplomas will be mailed in approximately ninety days to your Diploma Mailing Address as indicated on your Goldmine account. For international addresses, please contact the Records Office to make alternative mailing arrangements.

All inquiries regarding diplomas or transcripts should be directed to the Records Office – www.utep.edu/records or (915) 767-3350.

It has been a pleasure serving you and I hope you consider continuing your education at UTEP. Information on the many master's and doctoral programs offered at UTEP can be found on the Graduate School web site at http://graduate.utep.edu

As a final note, please visit the UTEP Office of Alumni Relations so you can stay connected to the Miner community at http://alumni.utep.edu

Let me know if I may be of further assistance and again, congratulations and continued success.

Sincerely,
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You will receive a similar notification from the Graduate School once your degree is posted on the transcript.

Yippee! I graduated!!!
Please conduct a thorough review of your transcript!

- Your degree cannot be awarded if you have any of the following grades on the final transcript:
  - P – in Progress Grade
  - I – Incomplete Grade
  - N – No Grade Assigned
- Consult with the Instructor of record and request that he/she submit a Grade Change Authorization Form to the Records and Registration Office.

It is extremely important that you review your transcript. You will not graduate as long as you have I, N or P grades on the final transcript!
Graduate School
Graduation Information
Session

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