Graduate Degree Program Policies and Procedures

Graduation Requirements

Graduation under a Particular Catalog

General and specific requirements for degrees in graduate programs may be altered in successive catalogs. Provided the requisite courses continue to be offered, the student is bound by the coursework requirements of the catalog in force at the time of admission.

The graduate student may instead elect to be bound by a subsequent catalog with the approval of:

• relevant Department Head
• Associate Dean
• Director of Graduate Studies
• Dean of Graduate Studies

This regulation applies only to the specific coursework and the number of semester credit hours required for the academic degree. If there are any requisite courses not available, they will be substituted by the program with the approval of the Graduate Dean.

Administrative requirements such as minimum grade point requirements for the major’s core courses can change for all students with the issuance of a new catalog.

The student should be aware that operating regulations, procedures, and tuition and fees can be changed at any time. These are not bound by any catalog.

Application for Graduation

A student must apply for graduation through his/her department or program Office by the date specified in the Comet Calendar and the Academic Calendar in order to graduate at the end of a given semester. The student must complete a separate application for graduation for each semester in which an attempt to graduate is made. A student who expects to receive more than one degree in a single semester must complete a separate application for each degree. A late applicant for graduation will incur an additional fee (refer to the Academic Calendar).

In order to receive a diploma, a student must pay all accounts due the university.

Graduation under In Absentia Registration

In absentia registration for graduation (i.e., registration for no coursework) may be arranged for the candidate who has completed all degree requirements including final oral examination, but has
not yet submitted final approved copies of thesis, dissertation or other required reports. Such a
candidate may, for a nominal fee and with the approval of his/her graduate advisor, the Dean of
Graduate Studies, and submission of the approved in absentia registration form, register during
the semester or summer session in which the degree will be received. If the final copies of the
dissertation or thesis have not been approved by the supervisory committee and received and
approved by the Dean of Graduate Studies before the Census day in a given semester, in absentia
registration is not acceptable for that semester. This arrangement is not permissible for a
candidate who is removing an incomplete (I) grade. All in absentia registration requests must be
submitted for approval of the Graduate Dean prior to the Census Day in the semester for which it
will apply and the degree will be received.

Graduation Ceremonies

Commencement

Commencement ceremonies are held at the conclusion of each spring and fall semester. There is
no summer commencement ceremony. Students scheduled to graduate following a summer
semester may petition to take part in the preceding spring ceremony or following fall ceremony.
Students graduating in the summer semester must submit a "Commencement Ceremony
Participation Intent" form along with the online application for graduation in person to the Office of
the Registrar in the Student Services Building, first floor customer service area by the posted
application for graduation deadline. Students who submit the intent form after the posted deadline
will be required to pay a non-refundable late fee. (See http://www.utdallas.edu/student/registrar/
graduation/grad-summer.htm for details.) Students who graduate at the conclusion of the fall or
spring semester may only participate in the respective graduation ceremony.

Any questions regarding the commencement ceremonies should be directed to the Office of the
Registrar.

Doctoral Hooding Ceremony

The Doctoral Hooding Ceremony is held at the end of each semester. This event is different and
separate from the Commencement ceremony. Any questions regarding the Doctoral Hooding
Ceremony should be directed to the Office of Graduate Studies. See http://www.utdallas.edu/dep
t/graddean.

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