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

Students must complete the online application for graduation after meeting with their academic advisor or program office. The procedures and deadlines for submitting this application are listed in the online 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 who meet graduation requirements in a summer semester may participate in the graduation ceremony offered in the following fall semester. Students who meet graduation requirements in a fall or spring semester may participate in the graduation ceremony offered that semester only.

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/department/graddean.