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. Students are normally bound by the requirements of the catalog in force at the time of their first registration; students may choose, however, to fulfill the requirements of a subsequent catalog with the permission of their Program Head. If students do not fulfill the requirements within six years of their first enrollment in the Graduate School, they are then bound by the requirements of a subsequent catalog. Students may choose the catalog in effect in any year in which they are enrolled in their graduate program, within the six-year limit.

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 provides an opportunity for a degree candidate to register for the semester in which the degree is to be completed without taking formal coursework. In absentia registration is permissible in the following cases:

1. A degree 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.

- Students who have only to submit final approved copies of thesis, dissertation, or other required reports must apply to graduate by the graduation application deadline in the Academic Calendar.
- Final approved copies of theses or dissertations must be submitted by the deadlines published by the Office of Graduate Studies.

3. A degree candidate who is removing an incomplete grade (I).

- Students removing an incomplete grade must apply to graduate by the graduation application deadline in the Academic Calendar.
- Students removing an incomplete grade must meet all degree requirements at the end of the semester in which they apply to graduate in order to receive their degree. A student with an incomplete grade in any course will not be eligible to graduate.

In absentia registration requires a nonrefundable/nontransferable fee.

**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/dept/graddean](http://www.utdallas.edu/dept/graddean).

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