

# Preparing for Graduation

## The Checklist for Graduate Students

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### **1. Apply for Graduation - a MUST DO:**

- If you have completed at least 15 graduate level credit hours at the University, you are eligible to apply for graduation.
- The application can be submitted up to a year before your semester of graduation, but no later than the deadline.
- ***You CANNOT graduate without submitting this application!***

### **Submitting your application for graduation:**

- Fall graduation
  - Master's/Doctoral - September 15
- Spring Graduation
  - Master's/Doctoral - February 15
- February 15: For Summer Master's graduation candidates wishing to participate in May commencement ceremonies.

Doctoral summer candidates are not allowed to participate in spring commencement.

- Summer graduation
  - Undergraduate - June 15
  - Master's/Doctoral - June 15
- June 15: For all Summer graduates wishing to participate in December commencement
- **NO COMMENCEMENT CEREMONY IS OFFERED IN SUMMER**

### **ATTENTION DOCTORAL STUDENTS**

Doctoral students may participate in commencement ceremonies only after completing all requirements for graduation, including the successful defense of the dissertation and subsequent acknowledgement by the Graduate School of all required documentation. Summer term graduates are welcome to participate in the December Commencement ceremony following their Summer Term graduation.

### **2. Check that you've met all graduation requirements**

- Meet with your Graduate Advisor to ensure that your degree requirements are met by your intended date of graduation.
- Make sure that the comprehensive exam, thesis, dissertation, and/or special projects are completed by the close of the term in which you wish to graduate.
- If you wish to transfer graduate hours from another institution, ensure that UTSA has official transcripts on file. Consult with your Graduate Advisor to submit the proper paperwork.

- If a UTSA course has been substituted for another, verify that proper documentation was processed by your Graduate Advisor.
- Resolve outstanding incomplete, non-reported, study abroad, independent study and internship grades.

### **3. Verify diploma information**

- Update your name and address on ASAP to ensure that your diploma name appears as it should and that it is sent to the correct address.
- If you update your diploma address after the close of the semester, send an e-mail to [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu) to ensure that the change has been updated on the diploma list.

### **4. Clear holds**

- Transcripts and diplomas will only be sent out to students with no obligations to the university. Log onto [ASAP](#) to view your holds.

### **5. Stop by Career Services**

- Get help with preparing resumes, job searches, interview techniques and more. Check out the [Career Services](#) website for more information.

### **6. Register with Alumni Association Online**

- Check out the [Alumni Association](#) web site for more information.

### **7. Get ready for Commencement**

- Ceremonies are held in May and December.
- Caps, gowns, class rings, diploma frames and more may be ordered at GradFest.
- All guests must have a ticket to enter the ceremony. Be sure to review instructions and pay careful attention to pick up deadlines.
- For the most current information, periodically visit the [Graduation & Commencement](#) website.

### **8. Check your Email**

- As of February 12, 2008, [myUTSAmail](#) (powered by Google) is the official means of communication from the University. Check your account often for important information!