

# Graduation Requirements

---

General academic regulations can be changed at any time. All students, regardless of when originally enrolled, are required to abide by current academic regulations.

Learn more about:

- Undergraduate Degree Requirements (p.      )
- Graduate Degree Requirements (p.      )

## Residence

Work counting toward the degree must be completed in residence at the University as follows:

1. A total of at least 25% of the semester hours (a minimum of 30 semester hours)
2. Twelve (12) of the last 30 semester hours with the following exceptions:
  - Military students, their spouses, and their dependents who are deployed or relocated before finishing their degrees will be exempt from this requirement.
  - Transfer credit from other University of Texas System institutions, with the approval of the appropriate dean, will be accepted.
3. Twelve (12) semester hours of advanced courses in the major subject must have been completed not more than three years prior to the date of graduation.

## Grade Point Average Required for Graduation

A minimum grade point average of 2.0 must be achieved in all course work at The University of Texas at El Paso and in all transfer work counted toward the degree. The UTEP cumulative grade point average consists of all grades earned at this institution regardless of their applicability toward a degree. Transfer credits can be counted toward meeting degree requirements, but transfer grades and grade points do not enter into UTEP grade point average calculations. A minimum grade point average of 2.0 is required in the major. This is intended as a University-wide *minimum* and does not prevent a college from requiring a higher GPA in specific majors or programs, provided appropriate approvals have been obtained.

## Graduation

An undergraduate student must complete an application for graduation with her/his academic dean. It should be initiated during the next-to-last semester or session and completed no later than the deadline published in the on-line Class Schedule at [www.utep.edu/register](http://www.utep.edu/register) (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>).

Graduate students must begin the application process with their advisors. Graduate degree candidates must submit an Application for Graduate Degree and final degree plan during the semester they expect to graduate and by the deadline stated in the on-line Class Schedule at [www.utep.edu/register](http://www.utep.edu/register) (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>). The forms must be completed by the student and approved by the graduate advisor and college dean. The student must submit the forms to the Graduate School before the published deadline to allow a complete review of the academic record. The diploma fee and if applicable, the thesis/dissertation University Microfilms on-line traditional publishing fee are billed to the student's Goldmine account upon approval of the Application for Graduate Degree. The Application for Graduate Degree is only valid for one semester.

The University of Texas at El Paso has six conferral dates as listed below:

- February 28, for all students who complete degree requirements after December Commencement and prior to February 28.
- May, as published in the Schedule of Classes at [www.utep.edu/register](http://www.utep.edu/register), (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>) for all students who complete degree requirements after February 28 and prior to the May Commencement date.
- June 30, for all students who complete degree requirements after May Commencement and prior to June 30.
- August 15, for all students who complete degree requirements after June 30 and prior to August 15.
- October 31, for all students who complete degree requirements after August 15 and prior to October 31.
- December, as published in the Schedule of Classes at <http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>, for all students who complete degree requirements after October 31 and prior to the December Commencement date.

Students who wish to graduate must complete the application process and pay the fee described below:

- Undergraduates - To be considered candidates for graduation, students must submit the completed and signed graduation application with payment to the Student Business Services Office for processing by the Registration and Records Office.
- Master's and doctoral students – To be considered for graduation, students must submit the completed and signed graduation application for processing to the Graduate School and all applicable fees will be assessed by the Graduate School.

Graduation Application Fees:

- \$35 if paid by the scheduled deadline.
- \$15 Graduation Application Late Fee

Graduation application fee is not refundable. A student who defers graduation to the following term must reapply for graduation. However, the student will not be required to repay the graduation application fee.

## Commencement

Formal commencement ceremonies are held in May for all candidates who complete degree requirements during the spring semester and in December for fall candidates. There is no summer commencement, nor are there commencement ceremonies for students whose degrees are conferred in February, June, or October.

- Students whose degrees are conferred in February are invited to participate in the May commencement ceremony.
- Students whose degrees are conferred in June or August (summer candidates) are invited to participate in the May commencement ceremony if no more than six (6) hours are needed to complete the degree prior to August 15. Summer candidates' names will not appear in the May program. Summer candidates who do not participate in May commencement can participate in December commencement. Summer candidates' names will appear only in the December program.
- Students whose degrees are conferred in October are invited to participate in the December commencement ceremony.

If a Nondisclosure of Directory Information (confidential) request on file, the University will not release the candidate's name for any commencement publications that are made available to the public. The candidate can request the removal of the nondisclosure request in Goldmine by clicking Answer a Survey or Complete a Form listed under the Personal Information tab. Select the survey entitled Student Request to Revoke Nondisclosure of Directory Information. The candidate can also email their request using their UTEP email account to [records@utep.edu](mailto:records@utep.edu).

Degrees are conferred approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August). The degree will be posted to the transcript with the commencement date for each long semester and the last day of finals for the long summer session.

Undergraduate students needing proof of graduation prior to receipt of a degree or posting on a transcript should contact their academic college advisor for a letter of completion. Graduate students should contact the Graduate School.

## Diploma

The name appears on the diploma as it appears on the official university record. Only legal names can appear on the diploma. The rationale is that the diploma is a legal document, and it represents the degree earned. If a graduate displayed her/his diploma, and someone called our office to verify the degree and its authenticity, we would be unable to locate the graduate's record if the name appears differently on the diploma from the academic record. The degree title will appear in the center of the diploma below the student's name. The student's major(s) will appear on the diploma only if it is not included in the official degree title. Institutional academic honors awarded will appear below the major(s).

Certificates, concentrations, endorsements, minors, honors earned in the department or the University Honors Program will only appear on the student's academic transcript and not on the diploma.

Approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August), the university awards a diploma to each student upon whom a degree is conferred provided a graduation application has been filed. Diplomas are mailed to the address provided by the student. A complimentary transcript showing the degree earned will be mailed separately. However, for mailing service outside the United States there is a service fee. Fees are listed on the Diplomas Mailing Request and are subject to change. The application is located in the Student Forms block at: <http://utep.edu/register> (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>)

A graduating student who has an outstanding financial obligation with the university will not receive a diploma or transcript until such obligation is satisfied in full. To clear the financial debt, contact the Student Business Services Office at (915) 747-5105.

A graduating student who received a student loan or TEACH grant must complete the Stafford Exit Counseling session. Click Complete Online Student Loan Counseling located at: <http://mappingyourfuture.org> (<http://mappingyourfuture.org/>). A diploma or transcript will not be released until the Exit Counseling session is completed.

## Replacement Diploma

If an original diploma is lost, stolen, destroyed, or change of name, the diploma can be replaced for a fee. To order a replacement diploma, you need to file a Diploma Replacement Request. The application is located in the Student Forms block at: <http://utep.edu/register> (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>)

Anyone ordering a replacement diploma also needs to provide a clear copy of proof of identity containing a photo. Examples include a passport or current driver's license.

The replacement diploma fee is \$30.00 each.

For mailing service through express mail or outside the United States there is a service fee. Fees are listed on the Diplomas Replacement Request and subject to change.

It should be noted that a replacement diploma will reflect current diploma format and therefore may not be identical in all respects to the original. The word "This is a Replacement" will appear on the lower center of the diploma.

The completed Diploma Replacement Request, fee, and copy of proof of identity may be mailed to:

The University of Texas at El Paso  
 Registration and Records Office  
 500 W. University Ave.  
 El Paso, Texas 79968

The request may also be sent by email attachment to [graduation@utep.edu](mailto:graduation@utep.edu), or faxed to (915) 747-8764.

## Unclaimed Diplomas

Unclaimed diplomas will be kept for five years from the date of award. They will then be destroyed. Graduates who request an unclaimed diploma after it has been destroyed will have to pay the replacement fee in effect at the time of their request. It should be noted that a replacement diploma may not be identical in all respects to the original.

## Second Bachelor's Degree

Applicants for a second bachelor's degree, whose first bachelor's degree is from The University of Texas at El Paso (UTEP), must complete at least 24 semester hours at UTEP in addition to the hours required and completed for their first baccalaureate degree. These additional hours must include at least six (6) advanced hours in the major subject of the second degree. A student working toward a second bachelor's degree will register as an undergraduate senior.

A student who earned their first bachelor's degree at another institution must complete at least 30 hours at UTEP in addition to the hours required and completed for their first bachelor's degree, including completion of the legislative requirements of six (6) hours of American History and six (6) hours of Political Science covering the Constitutions of the United States and Texas.

## Double Major

A student who fulfills the specified requirements for two different majors under a single degree from the same college, simultaneously, completes a double major. Students may double major in the same department with the approval of the academic dean. For example, a student may simultaneously complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science - both B.A. degrees from different departments in the College of Liberal Arts - and earn a double major.

The student must complete a minimum additional 24 credit hours beyond the degree plan with the greater required credit hours and also complete all degree requirements for both degrees. A minimum of 144 total semester credit hours is required for completion of a double major.

The graduation term must be the same for both majors. When applying for graduation, a student should note on the application that he/she will be completing an additional major. One diploma is issued and both majors are recorded on a student's transcript and diploma.

## Dual Degree

A student who fulfills the specified requirements for two different majors from different degrees simultaneously, or who fulfills the specified requirements for two degrees in different colleges simultaneously, will earn dual degrees. For example, a student may simultaneously complete a Bachelor of Science in Psychology and a Bachelor of Arts in Sociology, both in the College of Liberal Arts, and earn dual degrees. A student may also simultaneously complete a Bachelor of Science in Psychology from the College of Liberal Arts and a Bachelor of Science in Chemistry from the College of Science, and earn dual degrees.

The student must complete a minimum additional 24 credit hours beyond the degree plan with the greater required credit hours and also complete all degree requirements for both degrees. No one course can be counted in the semester credit hours in more than one major. In the event that a single course is listed in the degree requirements for both degrees, a student may receive approval from his/her academic advisor to complete another course to fulfill the semester credit hour requirement of the second degree. A minimum of 144 total semester credit hours is required for completion of dual degrees.

The graduation term must be the same for both degrees. Upon graduation, the student must complete two graduation applications (one application for each degree). Upon graduation a student can attend multiple commencement ceremonies if the majors span across different colleges.

## Posthumous Degree

A posthumous degree can be awarded only if the student was enrolled in courses that would have allowed the student to complete all work for the degree, and if the student had the appropriate grade point average in the required areas. For further information, individuals should contact the appropriate dean's office.

## Institutional Academic Honors

### Departmental Honors Program

A student who wishes to earn departmental Honors must complete a senior thesis, senior project, or other special requirement, depending on the department. A departmental faculty member directs the project or thesis. The director, along with a departmental honors committee, judge the student's work, and outside referees may be consulted if deemed appropriate. Students may include departmental honors credits with University honors credits,

upon consultation with the University Honors Program Director, in order to earn Honors at both levels. The following offer Departmental Honors: Biological Sciences, Chemistry, Geological Sciences, History, Physics, Political Science, and Psychology.

## Dean's List

At the end of each fall and spring semester, the Registration and Records Office prepares a Dean's List for each undergraduate college of all full-time undergraduate students who have completed at least 12 collegiate hours and have earned a minimum semester grade point average of 3.5. This honor is noted on the student's academic record.

## Academic Honors

The University of Texas at El Paso offers three opportunities for students to achieve special recognition for academic performance at graduation. Graduation with any of these honors adds a special distinction to academic records and diplomas and may enhance the prospects for graduating seniors to enter graduate and professional schools or the job market. To be eligible for the following recognitions and/or programs, candidates must be among the most able and intellectually curious of students and must meet minimum GPA requirements.

Upon graduation, honors in the following categories will be awarded for each baccalaureate degree conferred upon students who have completed at least sixty (60) of the total required credit hours for their degrees at The University of Texas at El Paso:

1. Summa Cum Laude (Highest Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.90.
2. Magna Cum Laude (High Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.80, but who do not qualify for Highest Honors.
3. Cum Laude (Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.50, but who do not qualify for High or Highest Honors.

Those students who are graduating from UTEP but who have not completed at least sixty (60) of the total required credit hours for their degrees will be considered for award of honors under the following conditions:

1. Their academic performance at UTEP reflects a level of academic achievement meeting the standards above; and
2. Their level of academic achievement at prior institutions is congruent with their performance at UTEP.

In such instances, the Registrar's Office will identify eligible students and review their academic records from their prior institutions. If a student's aggregate GPA from all institutions attended is commensurate with the standards stated above, the student will be eligible for honors appropriate to that aggregate GPA. In no case, however, will the student be eligible for honors beyond the level achieved in the GPA earned at UTEP.

Requirements for honors for a second degree include the above requirements with the additional stipulation that the student completes thirty (30) hours beyond the original baccalaureate requirements.

Honors cords worn at commencement recognize the following academic achievements:

University Academic Honors:

Highest Honors		Gold
High Honors		White
<b>Honors</b>	<b>College</b>	<b>Color</b>
	College of Business Administration	Olive Drab
	College of Education	Lt. Blue
	College of Engineering	Orange
	College of Liberal Arts	Royal Blue
	College of Health Science	Salmon
	College of Science	Golden Yellow
	School of Nursing	Apricot
	University College	Wine

**For information about the University Honors Program, please see the Undergraduate Studies section of this catalog.**

Graduate students seeking a degree or a graduate certificate are required to submit a preliminary degree plan based on the Goldmine online degree evaluation to the Graduate School by the conclusion of the first semester of study. Doctoral students must submit a preliminary degree plan based on the Goldmine online degree evaluation at the conclusion of their first year. The degree plan, based on the Goldmine online degree evaluation, lists required coursework, as recommended by the Graduate Studies Committee and the Graduate Catalog, including leveling courses that the student is required to complete prior to graduation. Courses that are not part of the official Goldmine online degree evaluation are not financial aid eligible. Programs are advised to notify the Graduate School immediately regarding approved substitutions.

Nine semester hours of upper-division undergraduate courses approved for graduate credit are the maximum allowable in any master's program. Undergraduate courses approved for graduate credit require additional work, the amount and nature of which are to be determined by the instructor. These courses must be approved by the Graduate Council. Undergraduate courses that are not approved for graduate credit cannot be used to satisfy graduate degree requirements. Students should consult with the Graduate School to ensure that a course is approved for graduate credit prior to enrolling in the course. Undergraduate courses approved for graduate credit cannot be used for fast-track purposes. Undergraduate courses taken as leveling pre-requisites do not count for graduate credit. Undergraduate courses approved for graduate credit appear on an undergraduate transcript and the earned grades accumulate towards the undergraduate grade point average. Doctoral students should consult program policies regarding enrollment in undergraduate courses approved for graduate credit.

The Graduate School discourages students from working toward more than one graduate degree at the same time, except for the case of dual degree programs. If eligible for financial aid, only one program of study will be funded. Courses that are not part of the student's official degree plan are not financial aid eligible.

## Time Limits and Catalog Changes

All requirements for a master's degree must be completed within one six-year period, including any transfer work or work completed prior to admission to the program; doctoral degree requirements must be completed within one eight-year period. Coursework exceeding these time limits is lost and can be reinstated only by special permission of the Dean of the Graduate School upon the recommendation of the Graduate Studies Committee.

General and specific requirements for degrees in the Graduate School may be altered in successive catalogs. Provided the requisite courses continue to be offered, the student is bound only by the course requirements of the catalog in force at the time of admission or re-admission within a six or eight-year limit, unless, with the approval of the program's graduate advisor, the student elects to be bound by the course requirements of a subsequent catalog. This regulation applies to course requirements only.

## Thesis Requirements

The candidate must be accepted into a graduate program prior to pursuing the thesis. The candidate for the master's degree writes a thesis under the direction of a supervising committee, consisting of at least two departmental representatives and one member from outside the department. All members of the supervising committee must be members of the graduate faculty. The thesis is subject to the approval of the committee and ultimately to the approval of the Dean of the Graduate School. Researching and writing for the thesis involves successful completion of six (6) semester hours of credit: Thesis I and Thesis II. To earn the six (6) hours of thesis credit, the student must register in Thesis I when beginning work on the thesis. Thereafter, the student must register for Thesis II **during each semester or term in which work on the thesis is conducted**. Students cannot enroll in Thesis I and Thesis II simultaneously, nor can they enroll in more than three (3) hours of thesis at any one time. Thesis students must be enrolled in thesis hours during the semester the thesis is defended and during the semester of graduation.

A copy of the thesis, using any publication style appropriate to the given discipline, must be submitted to the Graduate School for format check prior to the scheduled defense date. The thesis must be prepared according to the Graduate School's thesis and dissertation manuscript guidelines, which are available on the Graduate School website. The student will receive email confirmation from the Graduate School upon approval of the thesis format.

A hard copy of the signature page and defense form signed by the thesis/dissertation committee must also be submitted to the Graduate School. The signature page must be included in the thesis/dissertation PDF file, but should not be signed. The Graduate School-approved thesis/dissertation must also be submitted at the ProQuest/University Microfilms International Web site for online publication (<http://dissertations.umi.com/utep> (<http://dissertations.umi.com/utep/>)). Theses are regarded as publications and will be made public once they are approved and submitted to the Graduate School, unless the author formally requests otherwise.

If a student has not completed thesis work at the end of two years after the subject has been approved and recorded, the supervisor can require the student to choose another subject. Credit in thesis courses will not be granted until the thesis is completed and approved.

## Non-Thesis Option

Some programs require internship reports, professional reports, or formal papers prepared in certain graduate seminar or conference-type courses in lieu of a thesis. The non-thesis should be comparable to a thesis in every respect except for the evidence of original research. The non-thesis is reviewed and accepted by the supervising committee and, if required, submitted to the academic graduate department rather than to the Graduate School. The Graduate School does not require the submission of the non-thesis but requires the submission of a Completion/Defense form from all students pursuing a non-thesis option. Students are responsible for adhering to the policies and procedures of their departments. All non-thesis students must be enrolled during the semester of graduation.

## Dissertation Requirements

A doctoral candidate must be accepted into a doctoral program prior to pursuing the dissertation. The candidate for the doctoral degree writes a dissertation under the direction of a supervising committee. For composition of the supervising committee, the student should refer to the section in this catalog that describes their respective doctoral program. Minimum Graduate School requirements consist of three (3) members; two (2) from the major program of study and one from outside the major program of study. All members of the supervising committee must be members of the Graduate Faculty.

The dissertation is subject to the approval of the committee and ultimately to the approval of the Dean of the Graduate School. The student must register in Dissertation I when beginning work on the dissertation. Thereafter, the student must continually enroll in Dissertation II during each semester or term in which work on the dissertation is conducted. Students may not enroll in Dissertation I and Dissertation II simultaneously, nor may they enroll in more than three (3) hours of dissertation at any one time. Dissertation students must be enrolled in dissertation hours during the semester the dissertation is defended and during the semester of graduation.

A copy of the dissertation, using any publication style appropriate to the given discipline, must be submitted to the Graduate School for format check prior to the scheduled defense date. The dissertation must be prepared according to the Graduate School's thesis and dissertation manuscript guidelines, which are available at the Graduate School website. The student will receive email confirmation from the Graduate School upon approval of the dissertation format. The defense date must be scheduled at least two weeks before Dead Day of the intended term of graduation, and the final committee and Graduate School-approved dissertation submitted on or before Dead Day of the intended term of graduation if the doctoral candidate plans to participate in commencement activities. Summer candidates wishing to participate in spring commencement must defend by Dead Day of the spring semester. The Defense Form with original signatures must be submitted to the Graduate School after the scheduled defense date or two weeks before Dead Day, if the doctoral candidate plans to participate in commencement.

The candidate is required to submit a copy of the committee and Graduate School-approved dissertation as a PDF file by the deadline as published in the Class Schedule of the intended semester of graduation at the ProQuest/University Microfilms International Web site for on-line publication (<http://www.etdadmin.com/cgi-bin/school?siteId=95> (<http://www.etdadmin.com/cgi-bin/school/?siteId=95>)). Information on submission procedures can be found on the Graduate School website. A hard copy of the signature page with original signatures of the members of the dissertation committee must also be submitted to the Graduate School. The signature page must be included in the PDF file, but it should not be signed. Dissertations are regarded as publications and will be made public once they are approved and submitted to the Graduate School unless the author formally requests otherwise.

## Institutional Policy for Doctoral Dissertations in Languages other than English

The language in which doctoral dissertations are written and defended is assumed to be English. The Graduate School recognize that other languages may be deemed appropriate depending on the context of the research conducted by doctoral students. Programs may permit students to write and defend a dissertation in a language other than English, provided that criteria ensuring the integrity of scholarship are met and the process is properly documented. Additional requirements may be set by each doctoral program.

### Minimum Criteria

1. The candidate must exhibit the necessary proficiency in the proposed language to conduct in-depth, quality research as determined by the faculty of the doctoral program.
2. The dissertation committee members are fully able to advise and assist the student in preparing a dissertation on the proposed topic in this language as determined by the chair of the dissertation committee.
3. The dissertation research in the alternative language must be helpful to the candidate's professional and scholarly development.
4. The prospect of publication of dissertation research findings in the proposed language is important to the discipline.
5. For purposes of dissertation publishing and indexing, the abstract and title of the dissertation will be in English.
6. The process of research protocol must be conducted in English and will not be affected by this exception.

### Process

The doctoral candidate's dissertation committee has the responsibility of determining whether the dissertation meets writing standards in the alternative language. The doctoral student must notify the dissertation chair of the intent to write and defend the dissertation in an alternative language. Upon approval by the dissertation chair, the student will secure signatures from the graduate advisor and Graduate School Dean.

### Non-Dissertation

Professional doctoral programs may require the completion of an internship or professional report or formal paper in lieu of a dissertation. The Graduate School does not require the submission of the non-dissertation but requires the submission of a Completion/Defense form to verify successful completion. Students are responsible for adhering to the policies of their doctoral programs. All doctoral students must be enrolled during the semester of graduation.

### Final Examination

All graduate degree candidates are required to satisfactorily complete an oral or written examination or both. The examining committee, composed of at least three (3) members of the graduate faculty, will usually serve as the student's supervising committee. One member of the committee must be from outside the major area of study or from another department. Individual departments can elect to drop a student after a first or second failure of the examination, upon the recommendation of the examining committee; however, under no circumstances will a student be permitted to take the examination more than three (3) times. A student failing such an examination for the **third** time will be dropped from the program.

### Doctoral Milestones

The UT System requires that all newly admitted doctoral students meet with their doctoral program advisor and sign a *New Doctoral Student Milestones Agreement* during the first semester of enrollment in the program. The purpose of the *New Doctoral Student Milestones Agreement* is to ensure that doctoral students are aware of the academic milestones they are expected to reach in order to earn their doctoral degree. Milestones include



successfully completing required coursework, presentation of the dissertation proposal and advancement to candidacy and successful defense and completion of the dissertation. Some programs may also require students to successfully pass qualifying or comprehensive examinations. Students are expected to reach each academic milestone within a specified time period in order to make satisfactory progress through the program. The program's Graduate Studies Committee will provide all students with annual, written evaluations and feedback on milestones that should have been met. Students who are not making satisfactory progress will be granted one full academic year to reach missed milestones. At the conclusion of the probationary period, the Graduate Studies Committee will assess progress made and recommend continuation or dismissal from the program.

## Graduation Requirements

Degrees are conferred at the end of each semester and at the end of the summer session. For summer graduates, regardless of the summer session of enrollment, the degree is conferred at the end of the last summer session. Formal commencement ceremonies are held in May for all candidates who complete degree requirements during the spring semester and in December for fall candidates and graduates of the previous summer.

Only summer degree candidates are allowed to walk early and participate in the May commencement ceremony if no more than six (6) hours are needed to complete the degree during the summer session. Summer doctoral degree candidates may participate in the May commencement ceremony only if the dissertation is defended by Dead Day of the spring semester. Summer candidates participating in May commencement must complete the application process by the published deadline for May graduation. Summer candidates' names will not appear in the May program but will appear in the December program.

Graduation requirements are as follows:

1. Completion of all required course work as listed in the Goldmine online degree evaluation.
2. When applicable, acceptance of the thesis or dissertation by the Graduate School.
3. Submission of a completion/defense form to verify satisfactory completion of coursework and/or an oral or written exam or both.
4. Filing of a departmental graduate advisor- and college dean-approved *Application for Graduate Degree* with the Graduate School.
5. Payment of all applicable fees.

## Degree Application Procedures

Graduate students must begin the application process with their program advisors. Graduate degree candidates must submit an Application for Graduate Degree and final degree plan during the semester they expect to graduate and by the deadline stated in the on-line Class Schedule (<http://catalog.utep.edu/policies-regulations/graduation-requirements/www.utep.edu/register/>). The forms must be completed by the student and approved by the graduate advisor and college dean. The student must submit the forms to the Graduate School before the published deadline to allow a complete review of the academic record. The diploma fee and if applicable, the thesis/dissertation University Microfilms on-line traditional publishing fee are billed to the student's Goldmine account upon approval of the Application for Graduate Degree. The Application for Graduate Degree is only valid for one semester.

The University of Texas at El Paso has three conferral dates as listed below:

- May, as published in the Class Schedule (<http://catalog.utep.edu/policies-regulations/graduation-requirements/www.utep.edu/register/>), (<http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>) for all students who complete degree requirements after February 28 and prior to the May Commencement date.
- August 15, for all students who complete degree requirements after June 30 and prior to August 15.
- December, as published in the Schedule of Classes (<http://catalog.utep.edu/policies-regulations/graduation-requirements/%20http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar>), for all students who complete degree requirements after October 31 and prior to the December Commencement date.

Students who wish to graduate must complete the application process and pay the fee described below:

- Master's and doctoral students – To be considered for graduation, students must submit the completed and signed graduation application for processing to the Graduate School and all applicable fees will be assessed by the Graduate School.

Graduation Application Fees:

- \$35 if paid by the scheduled deadline
- \$15 Graduation Application Late Fee

The graduation application fee is not refundable. A student who defers graduation to the following term must reapply for graduation. However, the student will not be required to repay the graduation application fee.

## Commencement

Formal commencement ceremonies are held in May for all candidates who complete degree requirements during the spring semester and in December for fall candidates. There is no summer commencement, nor are there commencement ceremonies for students whose degrees are conferred in February, June, or October.

- Students whose degrees are conferred in February are invited to participate in the May commencement ceremony.
- Students whose degrees are conferred in June or August (summer candidates) are invited to participate in the May commencement ceremony if no more than six (6) hours are needed to complete the degree prior to August 15. Summer candidates' names will not appear in the May program. Summer candidates who do not participate in May commencement can participate in December commencement. Summer candidates' names will appear only in the December program.
- Students whose degrees are conferred in October are invited to participate in the December commencement ceremony.

If a Nondisclosure of Directory Information (confidential) request on file, the University will not release the candidate's name for any commencement publications that are made available to the public. The candidate can request the removal of the nondisclosure request in Goldmine by clicking Answer a Survey or Complete a Form listed under the Personal Information tab. Select the survey entitled Student Request to Revoke Nondisclosure of Directory Information. The candidate can also email their request using their UTEP email account to registrar@utep.edu.

Degrees are conferred approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August). The degree will be posted to the transcript with the commencement date for each long semester and the last day of finals for the long summer session.

## Diploma

The name appears on the diploma as it appears on the official university record. Only legal names can appear on the diploma. The rationale is that the diploma is a legal document, and it represents the degree earned. If a graduate displayed her/his diploma, and someone called our office to verify the degree and its authenticity, we would be unable to locate the graduate's record if the name appears differently on the diploma from the academic record.

The degree title will appear in the center of the diploma below the student's name. The student's major(s) will appear on the diploma only if it is not included in the official degree title. Institutional academic honors awarded will appear below the major(s).

Certificates, concentrations, endorsements, minors, and honors earned in the department or the University Honors Program will only appear on the student's academic transcript and not on the diploma.

Approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August), the university awards a diploma to each student upon whom a degree is conferred provided a graduation application has been filed. Diplomas are mailed to the address provided by the student. A complimentary transcript showing the degree earned will be mailed separately. However, for mailing service outside the United States there is a service fee. Fees are listed on the Diplomas Mailing Request and are subject to change. The application is located in the Student Forms block (<http://utep.edu/register/>).

A graduating student who has an outstanding financial obligation with the university will not receive a diploma or transcript until such obligation is satisfied in full. To clear the financial debt, contact the Student Business Services Office at (915) 747-5105.

A graduating student who received a student loan or TEACH grant must complete the Stafford Exit Counseling session. Click Complete Online Student Loan Counseling (<http://mappingyourfuture.org>). A diploma or transcript will not be released until the Exit Counseling session is completed.

## Replacement Diploma

If an original diploma is lost, stolen, destroyed, or requires a name change, the diploma can be replaced for a fee. To order a replacement diploma, you need to file a Diploma Replacement Request. The application is located in the Student Forms block (<http://utep.edu/register/>).

Anyone ordering a replacement diploma also needs to provide a clear copy of proof of identity containing a photo. Examples include a passport or current driver's license.

The replacement diploma fee is \$30.00 each.

For mailing service through express mail or outside the United States there is a service fee. Fees are listed on the Diplomas Replacement Request and subject to change.

It should be noted that a replacement diploma will reflect current diploma format and therefore may not be identical in all respects to the original. The word "This is a Replacement" will appear on the lower center of the diploma.

The completed Diploma Replacement Request, fee, and copy of proof of identity may be mailed to:

The University of Texas at El Paso  
Registration and Records Office  
500 W. University Ave.



El Paso, Texas 79968

The request may also be sent by email attachment to [graduation@utep.edu](mailto:graduation@utep.edu), or faxed to (915) 747-8764.

### **Unclaimed Diplomas**

Unclaimed diplomas will be kept for five years from the date of award. They will then be destroyed. Graduates who request an unclaimed diploma after it has been destroyed will have to pay the replacement fee in effect at the time of their request. It should be noted that a replacement diploma may not be identical in all respects to the original.

### **Posthumous Degree**

Enrolled students whose untimely death prevents degree completion may be awarded a posthumous degree. A posthumous degree can be awarded only if the student was enrolled in courses that would have allowed the student to complete all work for the degree, and if the student had the appropriate grade point average in the required areas for graduation. If an Application for Graduation is not already on file, one may be completed by the deceased student's major/degree advisor or family member. The major/degree advisor can recommend to the Dean of the Graduate School that the remaining requirements be waived and the degree awarded. The Dean will need to endorse the recommendation and forward it to the Registrar. For further information, individuals should contact the appropriate dean's office and the Graduate School at 915.747.5491.